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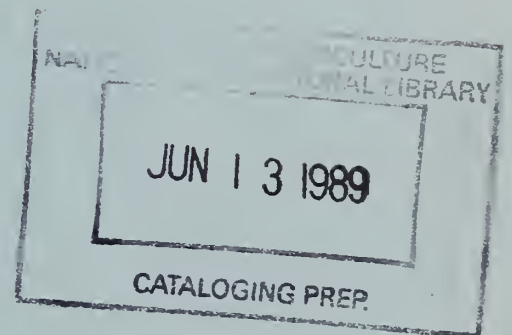
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UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE
WASHINGTON, D.C. 20250

SFSP

SPECIAL FOOD SERVICE PROGRAM FOR CHILDREN

Report of Supervisory Visits

SUMMER PROGRAMS
1972



FNS/Program Reporting Staff
11/8/72

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE
WASHINGTON, D.C. 20250

REPORT OF SUPERVISORY VISIT

SPECIAL FOOD SERVICE PROGRAM FOR CHILDREN

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INTRODUCTION

The Special Food Service Program for Children originated in 1968 with the passage of Public Law 90-302, an amendment to the National School Lunch Act. The program is designed to provide cash and food commodity assistance to needy children in nonschool institutions. It is available to preschool children on a year-round basis and to needy children who can be reached through planned, organized, and supervised youth activities in the summer.

Summer programs basically serve children from areas where poor economic conditions exist, or areas where there are high concentrations of working mothers. All children under 21 years of age who are certified as eligible may participate in the program regardless of race, color, or national origin.

The summer meal service is similar to that available to children under the National School Lunch or School Breakfast Program during the school year. However, since many of the sites used during the summer do not have facilities for preparing meals, the local program sponsors may arrange for off-site preparation and the delivery of meals to program sites. Such arrangements are usually made with food management companies, or with local school systems. Reimbursement rates for each program sponsor are assigned by the State Agency or Regional Office, and in especially needy situations up to 80 percent of operating costs may be paid.

During the summer the child feeding program is often incorporated into an organized, supervised youth activity. Programs such as recreation, education, and cultural enrichment are generally made available to the children.

The 1972 Special Food Service Summer Survey was conducted by Washington personnel of Child Nutrition Division and Program Reporting Staff. In many cases representatives of FNS Regional Offices and, where applicable, representatives of administering state agencies accompanied the Washington personnel.



Sponsors and sites were visited in 23 States and the District of Columbia. For the most part, these States had been allocated the greatest amounts of federal funds in each region. The 24 selected jurisdictions were to receive \$47,576,460 of the total \$50,265,390 allocated nationally or 94.7%. The regional figures ranged from a low of 89.5% in the Midwest Region to a high of 97.9% in the Northeast Region.

The sponsors in these 23 States and District of Columbia were grouped by size. All sponsors expecting to serve 10,000 or more children daily were selected for observation. The other sponsors to be visited were selected randomly by group on the following basis: $\frac{1}{2}$ of the sponsors expecting to serve 5,000-9,999 were chosen; $\frac{1}{4}$ of the sponsors expecting to serve 2,500-4,999 were selected; $\frac{1}{8}$ of the sponsors expecting to serve 500-2,499 were included; and $\frac{1}{50}$ of the sponsors expecting to serve fewer than 500 children daily were chosen. A total of 77 sponsors were selected for review.

No reasonably firm figures for actual expenditures will be available for some time. By considering the days of operation, number of children being served and reimbursement rates it was possible to make some rough estimates of the amount of federal funds that will go to the sponsors that were surveyed.

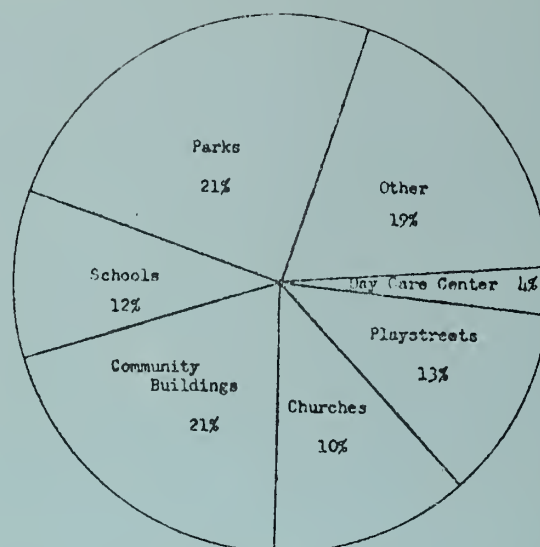
It is estimated that reimbursement to the 77 evaluated sponsors will be \$23.8 million. This is 47.3% of the total funds allocated nationally and 50.0% of the total funds allocated to the 24 jurisdictions visited. The 10 largest sponsors evaluated were expected to receive about \$16.9 million, which was more than 71% of the total for all 77 sponsors and accounted for about $\frac{1}{3}$ of the total money to be spent nationally.

The selected sponsors operated about 6,800 sites of which 294 were visited. This was slightly more than 4% of the sites operated by the sponsors visited.

The number of sites checked during an evaluation depended on the number of children the sponsor expected to feed. The method was as follows: sponsors feeding 10,000 or more had 10 sites checked; those feeding 5,000-9,999 had 6 sites checked; those feeding 2,500-4,999 had 4 sites checked; those feeding 500-2,499 had 2 sites checked; and those feeding fewer than 500 had 1 site checked. The determination of which specific sites to observe was made by the Washington personnel.



The accompanying chart shows the different types of the 6,800 sites operated by the 77 sponsors which were reviewed. The category "other" includes sites located at swimming pools, playgrounds, neighborhood recreation centers, museums and sundry other locations.



TYPES OF SITES

Sponsor and site evaluations were conducted from June 1972 through August 1972 in the following States:

NORTHEAST REGION

- ^ District of Columbia
- ^ Maryland
- ^ Massachusetts
- ^ New Jersey
- ^ New York
- ^ Pennsylvania

SOUTHEAST REGION

- ^ Alabama
- ^ Florida
- Georgia *pl*
- ^ Kentucky
- ^ North Carolina
- South Carolina *pl*
- Tennessee *pl*
- Virginia *pl*

MIDWEST REGION

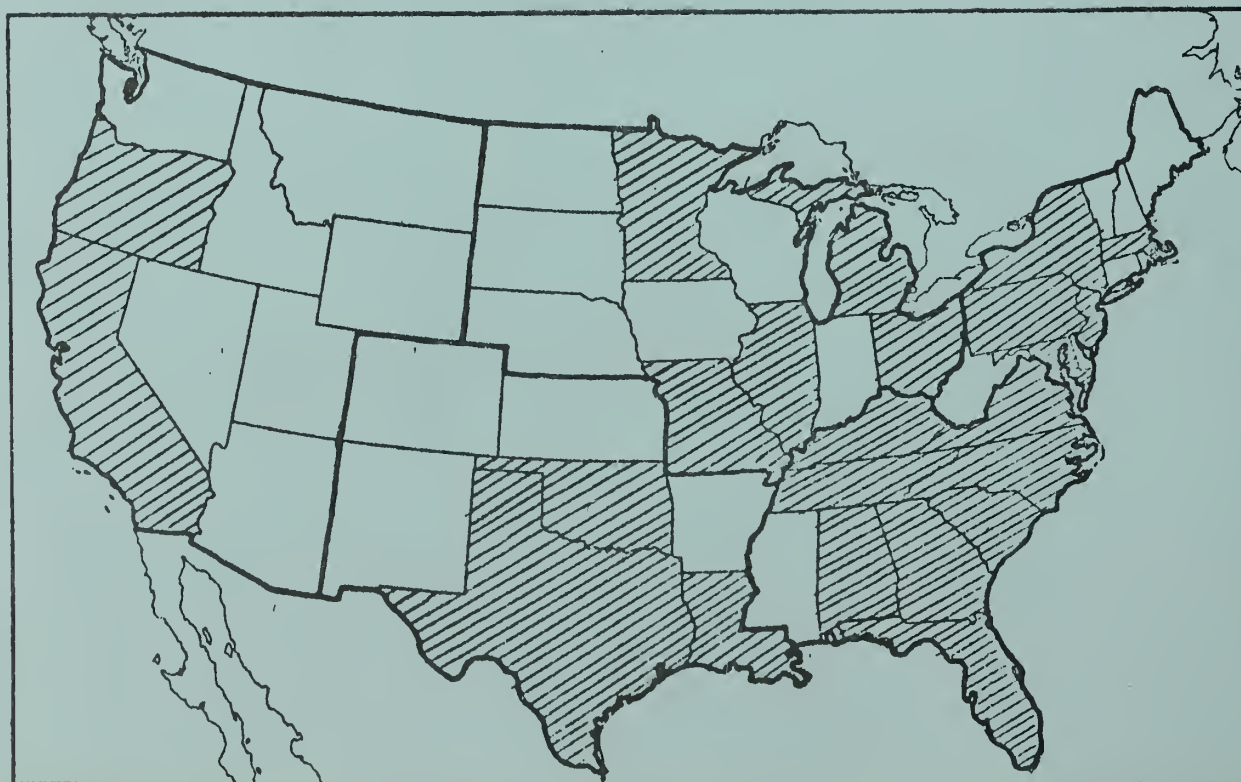
- ^ Illinois
- ^ Michigan
- ^ Minnesota
- Missouri *pl*
- Ohio *pl*

WESTERN REGION

- ^ California
- Oregon *pl*

SOUTHWEST REGION

- ^ Louisiana
- ^ Oklahoma
- Texas *pl*



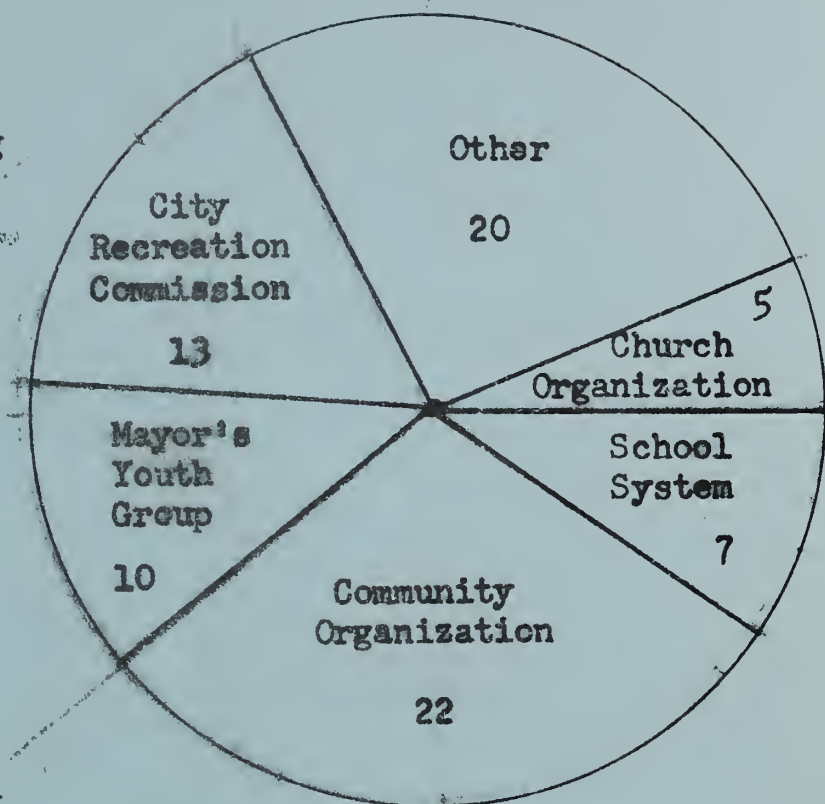
States in Which Sponsor and Site Evaluations Were Conducted

SPONSORS

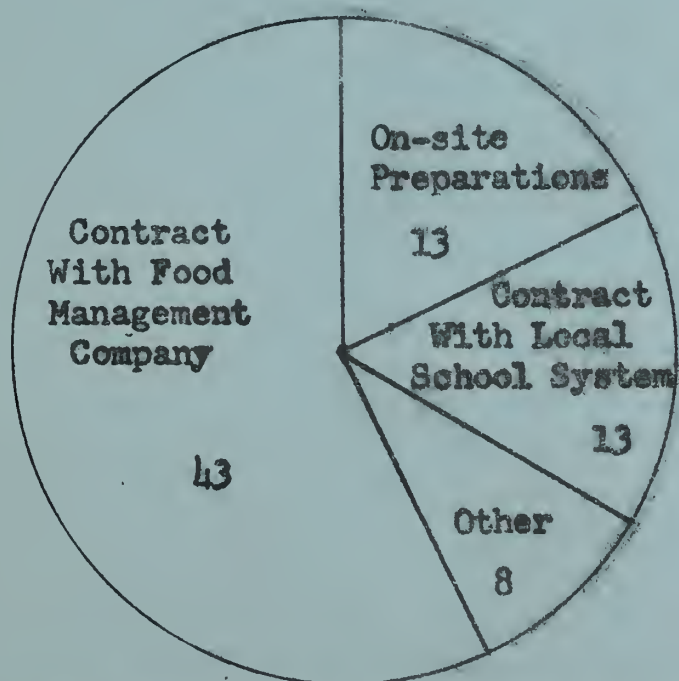
The various types of sponsors are shown in the chart at the right. The 77 sponsors anticipated reaching about 1,012,000 children during the summer, or approximately 72% of the estimated 1,400,000 children nationwide.

Of the 77 sponsors surveyed, 45 planned to serve more than 2,500 children per day during the summer. Participation in the previous summer's program was reported by 62 sponsors.

Participants in the program were mainly children living in specified geographic areas of a community. The children were required to enroll in an organized summer program by 51 of the 77 sponsors.



NUMBER OF SPONSORS, by Type



NUMBER OF SPONSORS, by Meal Service

FOOD PREPARATION

Most sponsors utilized food service management companies or local school systems in the preparation of meals as shown in the chart at the left. Of the 45 sponsors planning to serve more than 2,500 children per day, 32 had contracts with food service management companies and 9 had contracts with local school systems. In almost all programs the meals were prepared by the caterer and then transported to the individual program sites. The meals were prepared and served as a unit to the children at the sites.

MEALS SERVED

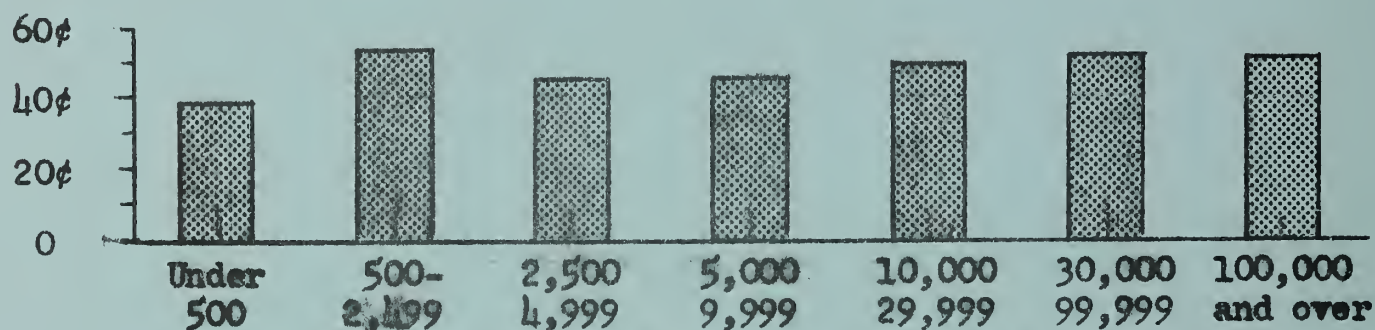
Most of the programs served only lunch during the summer. Other meals were served, but not by all sponsors or at all sites. Of the 77 sponsors surveyed, 11 served breakfast, 20 served a morning supplement, 73 served lunch, 19 served an afternoon supplement, and 7 served supper.

REIMBURSEMENT

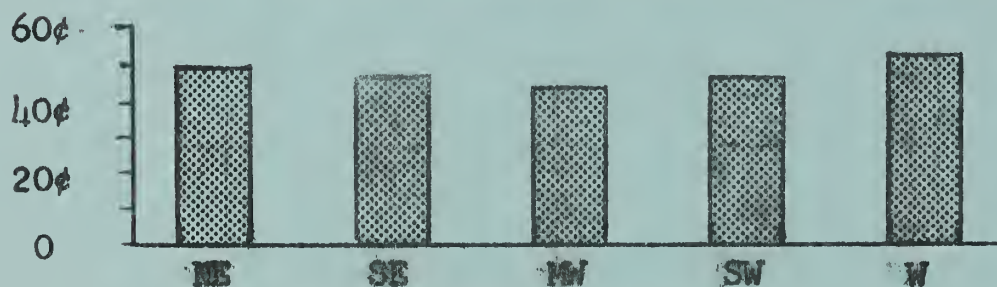
Regular reimbursement rates were assigned to 21 sponsors, while the remaining 56 sponsors were reimbursed up to 80% of their operating costs. Of the 56 programs receiving 80% reimbursement rates, 39 involved food service management companies and 11 involved local school systems.

AVERAGE PRICE PER LUNCH PAID TO FOOD SERVICE MANAGEMENT COMPANIES

Price



Reimbursement, by Number of Children Served Daily



Reimbursement, by Region



Reimbursement, by Type of Sponsor

The average price paid by a sponsor to a food management company was 47.2¢ per lunch. The bar graphs show the average price paid by various categories of sponsors.

Of the 15 sponsors which contracted with a local school system, reimbursement per lunch data were available for nine sponsors and unavailable for six. All sponsors for which the information was unavailable were 80% programs. In addition five of the seven school system sponsors used their own facilities for preparing lunches. Of these, three provided reimbursement data and two did not. The two for which information was unavailable were 80% programs.

The average lunch reimbursement rate for the 12 sponsors which used school facilities for food preparation was 38.6¢ per meal. While this is substantially lower than the 47.2¢ reimbursement rate paid to sponsors using a food service management company, it must be remembered that eight of the 20 sponsors using school food preparation facilities were not included in computing the 38.6¢ per lunch average rate of reimbursement. The eight sponsors for which information was unavailable were all running 80% programs and would be expected to have relatively high reimbursement rates. The 47.2¢ rate for food service management companies was computed from information from all of the sponsors using such companies.



TRAINING

Of the 77 sponsors surveyed, 75 reported that they had received copies of the USDA Summer Program Handbooks for sponsors and site supervisors. Utilization of both handbooks in planning and carrying out this summer's feeding program was reported by 64 sponsors. However, only 152 of the 294 site supervisors surveyed reported that they had received the Site Supervisor Handbook. Of the 152 site supervisors who did receive the handbook, only 106 were using it as a guide in carrying out the program at the site.

Training sessions for site supervisors were held by 68 of the 77 sponsors surveyed. However, only 204 of the 294 site supervisors reported that they had attended training sessions prior to the opening of the feeding program. In addition to these training sessions held prior to the opening of the food service program, 72 of the sponsors were planning on-site visits to each site in order to locate and correct problems encountered in operating the feeding program.

ADMINISTRATION BY SCHOOL SYSTEM SPONSORS

While the tabulation does not show a separate comparison of school systems with other types of sponsors nor of school sites with other types of sites, an analysis was made of selected questions related to effectiveness of administration.

Generally the survey does not justify any conclusion that school system sponsors and school sites were any different from other sponsors or sites. The adequacy of sponsors' records, the sponsors' use of training sessions for site supervisors and the sponsors' inspection of sites were about the same for school systems and other sponsors. At the site level, school sites did not use the Site Supervisor Handbooks when they were available as much as other sites did. On the other hand, school sites were somewhat more likely to have adequate supervision of the feeding operation than were other sites. There was no significant difference in the adequacy of record-keeping at the site level between school sites and other sites.

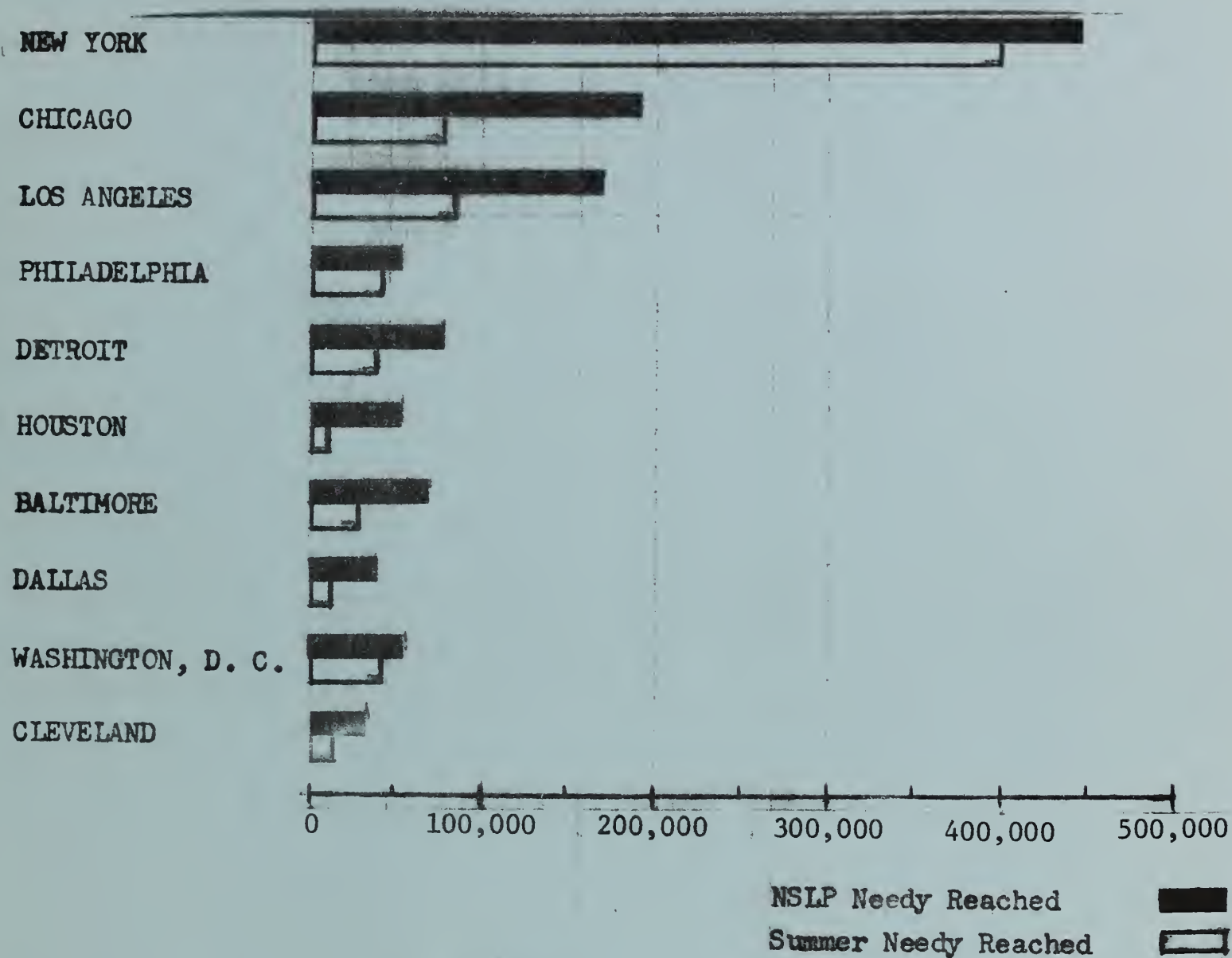


RECORDKEEPING

Of the 77 sponsors surveyed, 64 reported that they received periodic reports from the site supervisors regarding the number and type of meals actually served to children.

Only 245 of the 294 site supervisors interviewed reported that they maintained daily records of the number and type of meals actually served to eligible children.

COMPARISON OF NEEDY CHILDREN REACHED IN NSLP AND SSFS IN MAJOR CITIES



An important function of the Summer Special Food Service Program for Children is to provide nutritious meals free or at a reduced price to children reached by school feeding programs during the regular school year. The chart above shows the relative number of needy children reached by the National School Lunch Program during the school year and by the Summer Special Food Service Program for Children during the summer for the ten largest U. S. cities.

NSLP participation data come from the latest available FNS-24 City School Feeding Report. Summer Special Food Service participation data come from the 1972 Summer Survey.

NSLP participation data include only children of school age in NSLP schools. Summer Special Food Service data include all participating children aged one to twenty. This includes preschool children and children in non-NSLP schools.

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
Washington, D. C. 20250

REPORT OF SUPERVISORY VISIT
SPECIAL FOOD SERVICE PROGRAM FOR CHILDREN
SUMMER PROGRAMS

PART I. SPONSORING AGENCY

SECTION I - GENERAL INFORMATION

	TOTAL (77 Sponsors)	Regular Reimbursement (21 Sponsors)	80% of Cost (56 Sponsors)
1. Name and Address of Sponsor - Not categorized.			
2. Date of Review - Not categorized.			
3. Administered by:			
a. State Agency.....	46	11	35
b. Regional Office.....	31	10	21
4. Number of Sites			
a. 1 - 10.....	26	15	11
b. 11 - 25.....	8	1	7
c. 26 - 50.....	16	3	13
d. 51 - 100.....	12	1	11
e. 101 - 200.....	7	1	6
f. More than 200.....	8	0	8
5. Date of Sponsor's Application - Not categorized.			
6. Type of Sponsor:			
a. Mayor's Youth Group.....	10	1	9
b. City Recreation Commission.....	13	3	10
c. Other Civic Organization..	2	1	1
d. School System.....	7	3	4
e. Community Organization....	22	7	15
f. Organized Youth Group such as Boy Scouts, Girl Scouts, etc.	1	0	1
g. Church Organization.....	5	2	3
h. Other.....	17	4	13

7. USDA Cash Support for Food Service:

a. Regular Reimbursement.....	21	21	0
1. Breakfast			
a. 15¢.....	5	5	0
b. Other.....	0	0	0
2. A. M. Supplement			
a. 10¢.....	7	7	0
b. Other.....	0	0	0
3. Lunch			
a. 30¢.....	18	18	0
b. Other.....	0	0	0
4. P. M. Supplement			
a. 10¢.....	5	5	0
b. Other.....	0	0	0
5. Supper			
a. 30¢.....	0	0	0
b. Other.....	0	0	0
b. Up to 80% of food service operating cost.....	56	0	56
c. Is justification of need shown in sponsor's application supported by documentary evidence?			
1. yes.....	49	0	49
2. no.....	5	0	5
3. no reply.....	2	0	2
d. Nonfood Assistance			
Approved.....	1	1	0
1. Less than \$100.....	0	0	0
2. \$100 - \$2,500.....	0	0	0
3. \$2,501 - \$5,000.....	0	0	0
4. \$5,001 - \$10,000.....	0	0	0
5. More than \$10,000.....	1	1	0

8. Age Range of Children Participating in Feeding Program:

a. Youngest

1. Under 3 years.....	52	9	43
2. 4 - 6.....	19	8	11
3. 7 - 10.....	6	4	2
4. 11 - 15.....	0	0	0
5. 16 - 20.....	0	0	0

b. Oldest

1. Under 5 years.....	1	0	1
2. 6 - 10.....	1	0	1
3. 11 - 15.....	11	7	4
4. 16 - 20.....	64	14	50

Indicate number of sponsor's sites, by type, at which meals are served to children and the number with on-site food preparation facilities:

a. Parks

1. Total number of sites			
a. 1 - 5 sites.....	10	2	8
b. 6 - 10 sites.....	10	1	9
c. 11 - 25 sites.....	10	2	8
d. 26 - 50 sites.....	7	0	7
e. 51 - 100 sites.....	5	0	5
f. More than 100 sites	3	1	2
2. Number of sites with preparation facilities			
a. 1 - 5 sites.....	0	0	0
b. 6 - 10 sites.....	0	0	0
c. 11 - 25 sites.....	0	0	0
d. 26 - 50 sites.....	0	0	0
e. 51 - 100 sites.....	0	0	0
f. More than 100 sites	0	0	0

b. Swimming Pools

1. Total number of sites			
a. 1 - 5 sites.....	2	1	1
b. 6 - 10 sites.....	0	0	0
c. 11 - 25 sites.....	0	0	0
d. 26 - 50 sites.....	0	0	0
e. 51 - 100 sites.....	0	0	0
f. More than 100 sites	0	0	0
2. Number of sites with preparation facilities			
a. 1 - 5 sites.....	0	0	0
b. 6 - 10 sites.....	0	0	0
c. 11 - 25 sites.....	0	0	0
d. 26 - 50 sites.....	0	0	0
e. 51 - 100 sites.....	0	0	0
f. More than 100 sites	0	0	0

c. School Premises

1. Total number of sites			
a. 1 - 5 sites.....	30	12	18
b. 6 - 10 sites.....	8	0	8
c. 11 - 25 sites.....	4	1	3
d. 26 - 50 sites.....	12	3	9
e. 51 - 100 sites.....	1	0	1
f. More than 100 sites	0	0	0

2. Number of sites with preparation facilities

a. 1 - 5 sites.....	15	10	5
b. 6 - 10 sites.....	2	1	1
c. 11 - 25 sites.....	1	0	1
d. 26 - 50 sites.....	1	1	0
e. 51 - 100 sites.....	0	0	0
f. More than 100 sites	0	0	0

d. Community Buildings

1. Total number of sites

a. 1 - 5 sites.....	13	3	10
b. 6 - 10 sites.....	8	0	8
c. 11 - 25 sites.....	8	0	8
d. 26 - 50 sites.....	7	0	7
e. 51 - 100 sites.....	3	0	3
f. More than 100 sites	3	0	3

2. Number of sites with preparation facilities

a. 1 - 5 sites.....	4	2	2
b. 6 - 10 sites.....	0	0	0
c. 11 - 25 sites.....	0	0	0
d. 26 - 50 sites.....	0	0	0
e. 51 - 100 sites.....	0	0	0
f. More than 100 sites	0	0	0

e. Churches

1. Total number of sites

a. 1 - 5 sites.....	17	6	11
b. 6 - 10 sites.....	7	1	6
c. 11 - 25 sites.....	5	0	5
d. 26 - 50 sites.....	4	0	4
e. 51 - 100 sites.....	0	0	0
f. More than 100 sites	2	0	2

2. Number of sites with preparation facilities

a. 1 - 5 sites.....	6	3	3
b. 6 - 10 sites.....	0	0	0
c. 11 - 25 sites.....	0	0	0
d. 26 - 50 sites.....	0	0	0
e. 51 - 100 sites.....	0	0	0
f. More than 100 sites	0	0	0

f. Playstreets

1. Total number of sites

a. 1 - 5 sites.....	6	0	6
b. 6 - 10 sites.....	3	1	2
c. 11 - 25 sites.....	3	0	3
d. 26 - 50 sites.....	0	0	0
e. 51 - 100 sites.....	2	0	2
f. More than 100 sites	2	0	2

2. Number of sites with preparation facilities

a. 1 - 5 sites	0	0	0
b. 6 - 10 sites	0	0	0
c. 11 - 25 sites	0	0	0
d. 26 - 50 sites	0	0	0
e. 51 - 100 sites	0	0	0
f. More than 100 sites	0	0	0

g. Day Care Centers

1. Total number of sites

a. 1 - 5 sites	9	1	8
b. 6 - 10 sites	4	0	4
c. 11 - 25 sites	2	0	2
d. 26 - 50 sites	0	0	0
e. 51 - 100 sites	0	0	0
f. More than 100 sites	1	0	1

2. Number of sites with preparation facilities

a. 1 - 5 sites	1	1	0
b. 6 - 10 sites	0	0	0
c. 11 - 25 sites	0	0	0
d. 26 - 50 sites	0	0	0
e. 51 - 100 sites	0	0	0
f. More than 100 sites	0	0	0

h. Other

1. Total number of sites

a. 1 - 5 sites	11	2	9
b. 6 - 10 sites	8	0	8
c. 11 - 25 sites	9	4	5
d. 26 - 50 sites	3	1	2
e. 51 - 100 sites	2	0	2
f. More than 100 sites	4	0	4

2. Number of sites with preparation facilities

a. 1 - 5 sites	3	1	2
b. 6 - 10 sites	0	0	0
c. 11 - 25 sites	0	0	0
d. 26 - 50 sites	0	0	0
e. 51 - 100 sites	0	0	0
f. More than 100 sites	0	0	0

Term of Operation

a. Beginning Date

1. Prior to June 15	27	9	18
2. June 15 - June 30	29	6	23
3. July 1 - July 15	19	6	13
4. July 16 - July 31	2	0	2
5. August 1 - August 15 ..	0	0	0

b. Ending Date

1. July 1 - July 15.....	1	1	0
2. July 16 - July 31.....	4	2	2
3. August 1 - August 15..	23	9	14
4. August 16 - August 31..	33	7	26
5. After September 1.....	16	2	14

c. Total Number of Operating Days

1. 1 - 15 days.....	1	1	0
2. 16 - 30 days.....	10	7	3
3. 31 - 45 days.....	39	9	30
4. More than 46 days.....	27	4	23

11. Do all sites observe the same term of operation?

yes.....	42	17	25
no.....	35	4	31
no reply.....	0	0	0

12. Hours of operation of organized activity:

a. Number of hours before noon

1. 1 hour or less.....	1	0	1
2. 2 hours or less but more than 1.....	11	2	9
3. 3 hours or less but more than 2.....	41	8	33
4. 4 hours or less but more than 3.....	20	9	11
5. More than 4 hours.....	4	2	2

b. Number of hours after noon

1. 1 hour or less.....	5	4	1
2. 2 hours or less but more than 1.....	4	3	1
3. 3 hours or less but more than 2.....	17	5	12
4. 4 hours or less but more than 3.....	13	3	10
5. 5 hours or less but more than 4.....	17	4	13
6. 6 hours or less but more than 5.....	5	1	4
7. 7 hours or less but more than 6.....	3	0	3
8. More than 7 hours.....	13	1	12

13. Do all sites observe the same daily operating hours?

yes.....	33	17	16
no.....	43	4	39
no reply.....	1	0	1

14. Did sponsor operate a feeding program last summer?

yes.....	62	18	44
no.....	15	3	12
no reply.....	0	0	0

a. If YES, how many children participated in last summer's program?

1. 1 - 499.....	14	10	4
2. 500 - 2,499.....	11	2	9
3. 2,500 - 4,999.....	5	1	4
4. 5,000 - 9,999.....	13	3	10
5. 10,000 - 29,999.....	14	2	12
6. 30,000 - 99,999.....	3	0	3
7. More than 100,000.....	2	0	2

15. Is the feeding program an integral part of organized, supervised activity?

yes.....	70	21	49
no.....	7	0	7
no reply.....	0	0	0

a. If YES, what type of activities were offered in addition to the feeding program?

1. Recreation (sports, swimming, organized physical exercise, supervised field trips, etc.)	68	19	49
2. Cultural enrichment (arts and crafts, reading, audio-visual activities, etc	54	14	40
3. Other.....	19	4	15

16. Did sponsor receive USDA's Summer Program Handbooks (for both sponsor and sites)?

yes.....	75	19	56
no.....	2	2	0
no reply.....	0	0	0

17. If YES, is sponsor utilizing both Handbooks in planning and carrying out this summer's feeding program?

yes.....	64	18	46
no.....	11	1	10
no reply.....	0	0	0

18. Does sponsor have on file documentation of tax exemption under the Internal Revenue Code?

yes.....	70	19	51
no.....	6	1	5
no reply.....	1	1	0

19. Does sponsor have on file an approved policy statement in connection with the service of free and reduced price meals to needy children?

yes.....	68	20	48
no.....	8	1	7
no reply.....	1	0	1

SECTION II - PARTICIPATING CHILDREN

	TOTAL	Regular Reimbursement	80% of Cost
1. Total number of children served by sponsor			
a. 1 - 499.....	16	13	3
b. 500 - 2,499.....	16	2	14
c. 2,500 - 4,999.....	8	2	6
d. 5,000 - 9,999.....	16	2	14
e. 10,000 - 29,999.....	15	2	13
f. 30,000 - 99,999.....	4	0	4
g. 100,000 or more.....	2	0	2
2. Number served free or at a reduced price			
a. 1 - 499.....	16	13	3
b. 500 - 2,499.....	16	2	14
c. 2,500 - 4,999.....	8	2	6
d. 5,000 - 9,999.....	16	2	14
e. 10,000 - 29,999.....	15	2	13
f. 30,000 - 99,999.....	4	0	4
g. 100,000 or more.....	2	0	2
3. Percentage of children from low income families			
a. 1% - 25%.....	0	0	0
b. 26% - 50%.....	3	2	1
c. 51% - 75%.....	5	1	4
d. 76% - 100%.....	69	18	51
4. Percentage of children with working mothers			
a. 1% - 25%.....	26	9	17
b. 26% - 50%.....	22	5	17
c. 51% - 75%.....	18	4	14
d. 76% - 100%.....	11	3	8
5. Were factors used in determining percentage shown in Items 3 and 4 appropriate and adequate?			
yes.....	68	19	49
no.....	6	1	5
no reply.....	3	1	2

6. On what basis were children selected for participation in the feeding program?
(A sponsor might use more than one basis).

a. Enrollees in organized summer program.....	51	15	36
b. Children living in specified geographic areas of the community.....	64	14	50
c. Attendance at specified park or recreation centers.....	24	4	20
d. Referrals by schools, churches, welfare case workers, etc.	25	8	17
e. Open application.....	21	7	14

7. Are only needy children served?

yes.....	63	15	48
no.....	13	6	7
no reply.....	1	0	1

a. If NO, do nonneedy children pay full price for meals?

yes.....	3	1	2
no.....	9	5	4
no reply.....	1	0	1

b. If YES, does the method(s) of collection used protect the anonymity of free and reduced price meal recipients?

yes.....	3	1	2
no.....	0	0	0
no reply.....	0	0	0

SECTION III - PERSONNEL

	TOTAL	Regular Reimbursement	80% of Cost
1. Has sponsor placed responsibility for the overall summer feeding program with one specified person?			
yes.....	75	19	56
no.....	2	2	0
no reply.....	0	0	0
a. If YES, about how much of this person's on-duty time is devoted to the summer feeding program?			
1. Full.....	37	5	32
2. 3/4 time.....	9	0	9
3. 1/2 time.....	17	8	9
4. 1/4 time.....	12	7	5
2. If no specific person is responsible for overall supervision of the summer feeding program, has sponsor made other adequate supervisory arrangements?			
yes.....	1	1	0
no.....	0	0	0
no reply.....	1	1	0
3. Number of paid food service workers			
a. 1 - 5.....	7	5	2
b. 6 - 15.....	12	2	10
c. 16 - 40.....	13	4	9
d. 41 - 100.....	15	1	14
e. More than 100.....	14	2	12
4. Number by source of volunteer food service workers			
a. Parents			
1. 1 - 5.....	3	3	0
2. 6 - 15.....	4	1	3
3. 16 - 40.....	5	0	5
4. 41 - 100.....	4	0	4
5. More than 100.....	1	0	1
b. Neighborhood Adults			
1. 1 - 5.....	2	1	1
2. 6 - 15.....	4	1	3
3. 16 - 40.....	4	1	3
4. 41 - 100.....	4	2	2
5. More than 100.....	2	0	2

c. Neighborhood youths

1. 1 - 5.....	2	1	1
2. 6 - 15.....	3	1	2
3. 16 - 40.....	6	3	3
4. 41 - 100.....	4	0	4
5. More than 100.....	3	0	3

d. Other

1. 1 - 5.....	4	3	1
2. 6 - 15.....	4	2	2
3. 16 - 40.....	3	0	3
4. 41 - 100.....	1	0	1
5. More than 100.....	3	0	3

5. Has sponsor specifically assigned responsibility for feeding program bookkeeping

yes.....	76	21	55
no.....	1	0	1
no reply.....	0	0	0

6. Has sponsor designated feeding program "coordinators" to deal with program problems and general administration?

yes.....	69	17	52
no.....	7	3	4
no reply.....	1	1	0

Items 7 through 9
Applicable to 80% Programs Only

7. Do actual numbers of PAID PERSONNEL relieved of other duties and assigned to the feeding program, hourly rates, and total hours to be worked, agree with information provided in the sponsor's application?

yes.....	25	0	25
no.....	8	0	8
no reply.....	23	0	23

8. Do actual number of VOLUNTEER PERSONNEL assigned to the feeding program, hourly rates, and total hours to be worked, agree with information provided in the sponsor's application?

yes.....	21	0	21
no.....	10	0	10
no reply.....	25	0	25

9. Number of NYC, OEO, or other Federally reimbursed personnel used in this feeding program, if any

a. 1 - 5.....	1	0	1
b. 6 - 15.....	6	0	6
c. 16 - 40.....	7	0	7
d. 41 - 100.....	10	0	10
e. More than 100.....	19	0	19

1. If used, is the value of their services included in sponsor's record of volunteer personnel for in-kind contribution purposes?

yes.....	39	0	39
no.....	4	0	4
no reply.....	0	0	0

SECTION IV - MEAL SERVICE AND FOOD

	TOTAL	Regular Reimbursement	80% of Co
1. From sponsor's records, approximate average number of meals served daily to children and adults:			
a. Breakfast			
1. Children			
a. 1 - 49.....	2	2	0
b. 50 - 149.....	3	3	0
c. 150 - 499.....	0	0	0
d. 500 - 2,499.....	4	0	4
e. 2,500 - 4,999.....	1	1	0
f. 5,000 - 9,999.....	1	0	1
g. 10,000 - 29,999...	0	0	0
h. 30,000 - 99,999...	0	0	0
i. 100,000 and over..	0	0	0
2. Adults			
a. 1 - 49.....	4	4	0
b. 50 - 149.....	1	1	0
c. 150 - 499.....	0	0	0
d. 500 and over.....	0	0	0
b. A. M. Supplement			
1. Children			
a. 1 - 49.....	1	1	0
b. 50 - 149.....	4	2	2
c. 150 - 499.....	4	3	1
d. 500 - 2,499.....	2	0	2
e. 2,500 - 4,999.....	4	1	3
f. 5,000 - 9,999.....	3	0	3
g. 10,000 - 29,999...	1	0	1
h. 30,000 - 99,999...	1	0	1
i. 100,000 and over..	0	0	0
2. Adults			
a. 1 - 49.....	2	1	1
b. 50 - 149.....	0	0	0
c. 150 - 499.....	0	0	0
d. 500 and over.....	0	0	0

c. Lunch

1. Children

a. 1 - 49.....	2	2	0
b. 50 - 149.....	6	3	3
c. 150 - 499.....	10	8	2
d. 500 - 2,499.....	11	0	11
e. 2,500 - 4,999.....	10	1	9
f. 5,000 - 9,999.....	14	2	12
g. 10,000 - 29,999...	14	2	12
h. 30,000 - 99,999...	4	0	4
i. 100,000 and over..	2	0	2

2. Adults

a. 1 - 49.....	18	9	9
b. 50 - 149.....	2	2	0
c. 150 - 499.....	2	0	2
d. 500 and over.....	0	0	0

d. P. M. Supplement

1. Children

a. 1 - 49.....	2	1	1
b. 50 - 149.....	1	1	0
c. 150 - 499.....	2	1	1
d. 500 - 2,499.....	6	0	6
e. 2,500 - 4,999.....	3	1	2
f. 5,000 - 9,999.....	4	1	3
g. 10,000 - 29,999...	1	0	1
h. 30,000 - 99,999...	0	0	0
i. 100,000 and over..	0	0	0

2. Adults

a. 1 - 49.....	2	1	1
b. 50 - 149.....	0	0	0
c. 150 - 499.....	0	0	0
d. 500 and over.....	0	0	0

e. Supper

1. Children

a. 1 - 49.....	1	0	1
b. 50 - 149.....	0	0	0
c. 150 - 499.....	4	0	4
d. 500 - 2,499.....	1	0	1
e. 2,500 - 4,999.....	1	0	1
f. 5,000 - 9,999.....	0	0	0
g. 10,000 - 29,999...	0	0	0
h. 30,000 - 99,999...	0	0	0
i. 100,000 and over..	0	0	0

2. Adults

a. 1 - 49.....	1	0	1
b. 50 - 149.....	0	0	0
c. 150 - 499.....	0	0	0
d. 500 and over.....	0	0	0

2. Are all checked meals served at all sites?

yes.....	66	20	46
no.....	11	1	10
no reply.....	0	0	0

3. Are all children present at the same site at the same time offered the same type of meal?

yes.....	76	20	56
no.....	1	1	0
no reply.....	0	0	0

4. Type of Food Delivery System:

a. Prepared at site of service.....	15	8	7
b. Under contract with local school system.....	15	4	11
c. Prepared by children as part of activity (either partially or completely...)	2	0	2
d. Under contract with food management company.....	43	4	39
e. Prepared by sponsor in kitchen and delivered to site.....	9	4	5
f. Other.....	4	2	2

5. If meals are prepared on-site, are USDA-donated foods used?

yes.....	19	9	10
no.....	12	9	3
no reply.....	2	0	2

6. Have instructions been issued to sites regarding disposition of excess meals on hand?

yes.....	68	16	52
no.....	6	3	3
no reply.....	3	2	1

a. If YES, indicate what disposition is made

1. Serve seconds to children who want them.....	55	11	44
2. Store for future use..	27	6	21
3. Return to contractor..	8	0	8
4. Redistribute meals to sites with shortages..	20	0	20
5. Other.....	8	2	6

7. Do all food handlers have permits where required by law?

yes.....	61	15	46
no.....	4	2	2
no reply.....	12	4	8

Items 8 through 17 applicable only to programs under contract with caterer.

8. Was bid procedure used?

yes.....	40	2	38
no.....	7	3	4
no reply.....	0	0	0

a. If YES, number of bids received

1. 1.....	9	2	7
2. 2.....	11	0	11
3. 3 - 5.....	12	0	12
4. 6 or more.....	5	0	5
5. No reply.....	3	0	3

9. Does food management company use USDA-donated food in preparation of meals?

yes.....	3	1	2
no.....	44	4	40
no reply.....	0	0	0

a. If NO, did sponsor know that such foods are available to the company?

yes.....	33	2	31
no.....	8	2	6
no reply.....	3	0	3

10. Price paid to food management company for meals delivered:

a. Breakfast

1. 1¢ - 10¢.....	0	0	0
2. 11¢ - 15¢.....	2	0	2
3. 16¢ - 20¢.....	1	0	1
4. 21¢ or more.....	0	0	0

b. A. M. Supplement

1. 1¢ - 5¢.....	0	0	0
2. 6¢ - 10¢.....	7	2	5
3. 11¢ - 15¢.....	5	0	5
4. 16¢ or more.....	0	0	0

c. Lunch

1. 1¢ - 20¢.....	0	0	0
2. 21¢ - 30¢.....	4	4	0
3. 31¢ - 40¢.....	3	0	3
4. 41¢ - 50¢.....	19	0	19
5. 51¢ - 60¢.....	20	0	20
6. 61¢ or more.....	1	1	0

d. P. M. Supplement

1. 1¢ - 5¢.....	0	0	0
2. 6¢ - 10¢.....	10	3	7
3. 11¢ - 15¢.....	1	0	1
4. 16¢ or more.....	0	0	0

e. Supper

1. 1¢ - 20¢.....	0	0	0
2. 21¢ - 30¢.....	0	0	0
3. 31¢ - 40¢.....	0	0	0
4. 41¢ - 50¢.....	1	0	1
5. 51¢ - 60¢.....	2	0	2
6. 61¢ or more.....	0	0	0

11. Do prices include milk when it is part of the meal?

yes.....	45	5	40
no.....	1	0	1
no reply.....	1	0	1

a. If NO, what is cost of milk per half-pint?

1. 1¢ - 5¢.....	0	0	0
2. 6¢ or more.....	1	0	1

12. Do prices include delivery of meals to sites?

yes.....	43	5	38
no.....	4	0	4
no reply.....	0	0	0

a. If NO, indicate approximate daily charge for delivery of meals

1. \$1 - \$100.....	2	0	2
2. \$101 - \$500.....	1	0	1
3. \$501 - \$1,000.....	0	0	0
4. \$1,001 or more.....	1	0	1

13. Is contract with food management company available for review?

yes.....	42	4	38
no.....	5	1	4
no reply.....	0	0	0

14. If YES, compare contract with Addendum 2 of USDA's Sponsor Handbook.
Does contract contain:

a. All provisions outlined in addendum.....	12	0	12
b. Most provisions outlined in addendum.....	22	1	21
c. Some provisions outlined in addendum.....	5	2	3
d. No provisions outlined in addendum.....	3	1	2

15. Did sponsor determine company's capability to fulfill food needs of the
program before contract was signed?

yes.....	42	5	37
no.....	4	0	4
no reply.....	1	0	1

16. Does contract provide for delivery of a predetermined number of meals?

yes.....	39	3	36
no.....	8	2	6
no reply.....	0	0	0

a. If YES, has a meal increase or decrease factor been included in the
contract?

yes.....	34	2	32
no	2	1	1
no reply.....	3	0	3

17. Were company's proposed menus approved by sponsor before signing contract?

yes.....	38	3	35
no.....	6	0	6
no reply.....	3	2	1

SECTION V - SPONSOR'S TRAINING AND SUPERVISORY PROGRAM

	TOTAL	Regular Reimbursement	80% of Cost
1. Did sponsor hold training sessions for site supervisors prior to the opening of the food service program?			
yes.....	68	17	51
no.....	9	4	5
no reply.....	0	0	0
a. If YES, did sessions cover topics outlined in Addendum 3 of Sponsor's Handbook?			
yes.....	66	17	49
no.....	2	0	2
no reply.....	0	0	0
2. Does sponsor's plan for supervision include on-site visits by sponsor or his representative to each site at least once during the program term?			
yes.....	72	19	53
no.....	3	1	2
no reply.....	2	1	1
a. If YES,			
1. Are these visits being made and documented?			
yes.....	61	15	46
no.....	9	4	5
no reply.....	2	0	2
2. Are follow-up visits made to monitor corrective action taken in the event operating problems are disclosed during prior visits?			
yes.....	67	19	48
no.....	3	0	3
no reply.....	2	0	2

SECTION VI - RECORDKEEPING

	TOTAL	Regular Reimbursement	80% of Cost
1. Does sponsor receive from site supervisors at specified intervals a daily count of meals by type actually served to children?			
yes.....	64	19	45
no.....	13	2	11
no reply.....	0	0	0
a. If YES, does sponsor use this data as the basis for preparation of his claim for Federal reimbursement?			
yes.....	62	19	43
no.....	2	0	2
no reply.....	0	0	0
2. Is a record kept of meals by type served to adults?			
yes.....	41	13	28
no.....	16	3	13
no reply.....	20	5	15
3. Does sponsor maintain adequate records on program receipts and expenditures?			
yes.....	67	18	49
no.....	8	3	5
no reply.....	2	0	2
a. Are these supported by itemized documentary evidence?			
yes.....	63	17	46
no.....	3	1	2
no reply.....	1	0	1
4. Did sponsor know that all program records must be maintained for a period of three years and three months after the end of the fiscal year to which they pertain?			
yes.....	73	19	54
no.....	3	2	1
no reply.....	1	0	1

Items 5 and 5(a) Applicable to 80% Programs Only

5. Is sponsor maintaining a record of "in-kind" and other contributions to the feeding program?

yes.....	49	0	49
no.....	6	0	6
no reply.....	1	0	1

- a. If YES, based on your best estimate of total program cost and sponsor's contribution, will sponsor's matching requirement be met?

yes.....	39	0	39
no.....	2	0	2
don't know.....	8	0	8

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
Washington, D. C. 20250

REPORT OF SUPERVISORY VISIT
SPECIAL FOOD SERVICE PROGRAM FOR CHILDREN
SUMMER PROGRAMS

PART I. SPONSORING AGENCY

SECTION I - GENERAL INFORMATION

Size of Program (Number of Participants)	Under 500	500- 2,499	2,500 4,999	5,000 9,999	10,000 29,999	30,000 99,999	Over 100,000
Sponsors	(16)	(16)	(8)	(16)	(15)	(4)	(2)
1. Name and Address of Sponsor - Not categorized.							
2. Date of Review - Not categorized.							
3. Administered by:							
a. State Agency.....	11	10	4	7	8	4	2
b. Regional Office.....	5	6	4	9	7	0	0
4. Number of Sites							
a. 1 - 10.....	16	9	1	0	0	0	0
b. 11 - 25.....	0	6	0	2	0	0	0
c. 26 - 50.....	0	1	7	8	0	0	0
d. 51 - 100.....	0	0	0	6	6	0	0
e. 101 - 200.....	0	0	0	0	7	0	0
f. More than 200.....	0	0	0	0	2	4	2
5. Date of Sponsor's Application - Not categorized.							
6. Type of Sponsor:							
a. Mayor's Youth Group.....	0	0	0	3	5	2	0
b. City Recreation Commission.....	1	3	1	4	3	1	0
c. Other Civic Organization..	0	2	0	0	0	0	0
d. School System.....	2	2	2	1	0	0	0
e. Community Organization....	6	5	4	4	1	0	2
f. Organized Youth Group such as Boy Scouts, Girl Scouts, etc.	0	0	0	1	0	0	0
g. Church Organization.....	3	0	1	0	1	0	0
h. Other.....	4	4	0	3	5	1	0

7. USDA Cash Support for Food Service:

a. Regular Reimbursement.....	13	2	2	2	2	0	0
1. Breakfast							
a. 15¢.....	3	1	1	0	0	0	0
b. Other.....	0	0	0	0	0	0	0
2. A. M. Supplement							
a. 10¢.....	6	0	1	0	0	0	0
b. Other.....	0	0	0	0	0	0	0
3. Lunch							
a. 30¢.....	11	2	1	2	2	0	0
b. Other.....	0	0	0	0	0	0	0
4. P. M. Supplement							
a. 10¢.....	3	0	1	1	0	0	0
b. Other.....	0	0	0	0	0	0	0
5. Supper							
a. 30¢.....	0	0	0	0	0	0	0
b. Other.....	0	0	0	0	0	0	0
b. Up to 80% of food service operating cost.....	3	14	6	14	13	4	2
c. Is justification of need shown in sponsor's application supported by documentary evidence?							
1. yes.....	3	12	6	13	11	4	0
2. no.....	0	2	0	1	1	0	1
3. no reply.....	0	0	0	0	1	0	1
d. Nonfood Assistance							
Approved.....	0	0	0	0	1	0	0
1. Less than \$100.....	0	0	0	0	0	0	0
2. \$100 - \$2,500.....	0	0	0	0	0	0	0
3. \$2,501 - \$5,000.....	0	0	0	0	0	0	0
4. \$5,001 - \$10,000.....	0	0	0	0	0	0	0
5. More than \$10,000.....	0	0	0	0	1	0	0

8. Age Range of Children Participating in Feeding Program:

a. Youngest

1. Under 3 years.....	7	9	6	12	13	3	2
2. 4 - 6.....	6	5	2	4	1	1	0
3. 7 - 10.....	3	2	0	0	1	0	0
4. 11 - 15.....	0	0	0	0	0	0	0
5. 16 - 20.....	0	0	0	0	0	0	0

b. Oldest

1. Under 5 years.....	1	0	0	0	0	0	0
2. 6 - 10.....	1	0	0	0	0	0	0
3. 11 - 15.....	6	2	1	1	1	0	0
4. 16 - 20.....	8	14	7	15	14	4	2

Indicate number of sponsor's sites, by type, at which meals are served to children and the number with on-site food preparation facilities:

a. Parks

1. Total number of sites							
a. 1 - 5 sites.....	1	4	1	2	2	0	0
b. 6 - 10 sites.....	1	2	3	2	2	0	0
c. 11 - 25 sites.....	0	2	1	3	4	0	0
d. 26 - 50 sites.....	0	0	1	4	1	1	0
e. 51 - 100 sites.....	0	0	0	0	3	1	1
f. More than 100 sites	0	0	0	0	1	1	1
2. Number of sites with preparation facilities							
a. 1 - 5 sites.....	0	0	0	0	0	0	0
b. 6 - 10 sites.....	0	0	0	0	0	0	0
c. 11 - 25 sites.....	0	0	0	0	0	0	0
d. 26 - 50 sites.....	0	0	0	0	0	0	0
e. 51 - 100 sites.....	0	0	0	0	0	0	0
f. More than 100 sites	0	0	0	0	0	0	0

b. Swimming Pools

1. Total number of sites							
a. 1 - 5 sites.....	0	0	0	1	1	0	0
b. 6 - 10 sites.....	0	0	0	0	0	0	0
c. 11 - 25 sites.....	0	0	0	0	0	0	0
d. 26 - 50 sites.....	0	0	0	0	0	0	0
e. 51 - 100 sites.....	0	0	0	0	0	0	0
f. More than 100 sites	0	0	0	0	0	0	0
2. Number of sites with preparation facilities							
a. 1 - 5 sites.....	0	0	0	0	0	0	0
b. 6 - 10 sites.....	0	0	0	0	0	0	0
c. 11 - 25 sites.....	0	0	0	0	0	0	0
d. 26 - 50 sites.....	0	0	0	0	0	0	0
e. 51 - 100 sites.....	0	0	0	0	0	0	0
f. More than 100 sites	0	0	0	0	0	0	0

c. School Premises

1. Total number of sites							
a. 1 - 5 sites.....	8	10	6	4	2	0	0
b. 6 - 10 sites.....	0	2	0	3	3	0	0
c. 11 - 25 sites.....	0	0	1	3	3	1	0
d. 26 - 50 sites.....	0	0	1	2	6	3	0
e. 51 - 100 sites.....	0	0	0	0	1	0	0
f. More than 100 sites	0	0	0	0	0	0	0

2. Number of sites with preparation facilities

a. 1 - 5 sites.....	6	5	0	1	1	2	0
b. 6 - 10 sites.....	0	0	0	1	0	1	0
c. 11 - 25 sites.....	0	0	0	0	0	1	0
d. 26 - 50 sites.....	0	0	1	0	0	0	0
e. 51 - 100 sites.....	0	0	0	0	0	0	0
f. More than 100 sites	0	0	0	0	0	0	0

d. Community Buildings

1. Total number of sites

a. 1 - 5 sites.....	3	5	3	2	2	0	0
b. 6 - 10 sites.....	0	3	2	3	0	0	0
c. 11 - 25 sites.....	0	0	0	6	2	0	0
d. 26 - 50 sites.....	0	0	0	3	3	1	0
e. 51 - 100 sites.....	0	0	0	0	2	1	0
f. More than 100 sites	0	0	0	0	0	1	2

2. Number of sites with preparation facilities

a. 1 - 5 sites.....	2	1	1	0	0	0	0
b. 6 - 10 sites.....	0	0	0	0	0	0	0
c. 11 - 25 sites.....	0	0	0	0	0	0	0
d. 26 - 50 sites.....	0	0	0	0	0	0	0
e. 51 - 100 sites.....	0	0	0	0	0	0	0
f. More than 100 sites	0	0	0	0	0	0	0

e. Churches

1. Total number of sites

a. 1 - 5 sites.....	6	3	2	3	3	0	0
b. 6 - 10 sites.....	0	0	2	2	3	0	0
c. 11 - 25 sites.....	0	0	1	1	2	1	0
d. 26 - 50 sites.....	0	0	0	0	3	1	0
e. 51 - 100 sites.....	0	0	0	0	0	0	0
f. More than 100 sites	0	0	0	0	0	1	1

2. Number of sites with preparation facilities

a. 1 - 5 sites.....	4	1	1	0	0	0	0
b. 6 - 10 sites.....	0	0	0	0	0	0	0
c. 11 - 25 sites.....	0	0	0	0	0	0	0
d. 26 - 50 sites.....	0	0	0	0	0	0	0
e. 51 - 100 sites.....	0	0	0	0	0	0	0
f. More than 100 sites	0	0	0	0	0	0	0

f. Playstreets

1. Total number of sites

a. 1 - 5 sites.....	0	0	0	3	3	0	0
b. 6 - 10 sites.....	1	0	0	0	2	0	0
c. 11 - 25 sites.....	0	0	0	1	1	1	0
d. 26 - 50 sites.....	0	0	0	0	0	0	0
e. 51 - 100 sites.....	0	0	0	0	1	1	0
f. More than 100 sites	0	0	0	0	0	0	2

2. Number of sites with preparation facilities

a. 1 - 5 sites	0	0	0	0	0	0	0
b. 6 - 10 sites	0	0	0	0	0	0	0
c. 11 - 25 sites	0	0	0	0	0	0	0
d. 26 - 50 sites	0	0	0	0	0	0	0
e. 51 - 100 sites	0	0	0	0	0	0	0
f. More than 100 sites	0	0	0	0	0	0	0

g. Day Care Centers

1. Total number of sites

a. 1 - 5 sites	1	3	2	1	2	0	0
b. 6 - 10 sites	0	0	0	1	3	0	0
c. 11 - 25 sites	0	0	0	1	1	0	0
d. 26 - 50 sites	0	0	0	0	0	0	0
e. 51 - 100 sites	0	0	0	0	0	0	0
f. More than 100 sites	0	0	0	0	1	0	0

2. Number of sites with preparation facilities

a. 1 - 5 sites	0	0	0	1	0	0	0
b. 6 - 10 sites	0	0	0	0	0	0	0
c. 11 - 25 sites	0	0	0	0	0	0	0
d. 26 - 50 sites	0	0	0	0	0	0	0
e. 51 - 100 sites	0	0	0	0	0	0	0
f. More than 100 sites	0	0	0	0	0	0	0

h. Other

1. Total number of sites

a. 1 - 5 sites	3	6	0	1	1	0	0
b. 6 - 10 sites	0	2	2	2	2	0	0
c. 11 - 25 sites	0	0	2	4	3	0	0
d. 26 - 50 sites	0	0	0	0	3	0	0
e. 51 - 100 sites	0	0	0	0	2	0	0
f. More than 100 sites	0	0	0	0	0	2	2

2. Number of sites with preparation facilities

a. 1 - 5 sites	1	2	0	0	0	0	0
b. 6 - 10 sites	0	0	0	0	0	0	0
c. 11 - 25 sites	0	0	0	0	0	0	0
d. 26 - 50 sites	0	0	0	0	0	0	0
e. 51 - 100 sites	0	0	0	0	0	0	0
f. More than 100 sites	0	0	0	0	0	0	0

0. Term of Operation

a. Beginning Date

1. Prior to June 15	7	5	3	8	4	0	0
2. June 15 - June 30	3	7	2	6	8	3	0
3. July 1 - July 15	5	4	2	2	3	1	2
4. July 16 - July 31	1	0	1	0	0	0	0
5. August 1 - August 15	0	0	0	0	0	0	0

b. Ending Date

1. July 1 - July 15.....	1	0	0	0	0	0	0
2. July 16 - July 31.....	2	0	1	1	0	0	0
3. August 1 - August 15..	7	8	1	4	3	0	0
4. August 16 - August 31..	4	6	4	7	7	3	2
5. After September 1.....	2	2	2	4	5	1	0

c. Total Number of Operating Days

1. 1 - 15 days.....	1	0	0	0	0	0	0
2. 16 - 30 days.....	5	3	2	0	0	0	0
3. 31 - 45 days.....	8	10	3	6	10	1	1
4. More than 46 days.....	2	3	3	10	5	3	1

11. Do all sites observe the same term of operation?

yes.....	14	11	3	9	5	0	0
no.....	2	5	5	7	10	4	2
no reply.....	0	0	0	0	0	0	0

12. Hours of operation of organized activity:

a. Number of hours before noon

1. 1 hour or less.....	0	1	0	0	0	0	0
2. 2 hours or less but more than 1.....	3	2	2	1	3	0	0
3. 3 hours or less but more than 2.....	8	8	3	11	7	3	1
4. 4 hours or less but more than 3.....	4	4	3	3	4	1	1
5. More than 4 hours.....	1	1	0	1	1	0	0

b. Number of hours after noon

1. 1 hour or less.....	3	0	1	1	0	0	0
2. 2 hours or less but more than 1.....	2	1	0	1	0	0	0
3. 3 hours or less but more than 2.....	5	6	0	2	2	0	2
4. 4 hours or less but more than 3.....	2	1	4	3	3	0	0
5. 5 hours or less but more than 4.....	2	6	3	3	3	0	0
6. 6 hours or less but more than 5.....	1	0	0	2	1	1	0
7. 7 hours or less but more than 6.....	0	0	0	2	0	1	0
8. More than 7 hours.....	1	2	0	2	6	2	0

3. Do all sites observe the same daily operating hours?

yes.....	15	9	4	3	2	0	0
no.....	1	6	4	13	13	4	2
no reply.....	0	1	0	0	0	0	0

14. Did sponsor operate a feeding program last summer?

yes.....	12	13	4	16	12	4	1
no.....	4	3	4	0	3	0	1
no reply.....	0	0	0	0	0	0	0

a. If YES, how many children participated in last summer's program?

1. 1 - 499.....	12	0	1	1	0	0	0
2. 500 - 2,499.....	0	9	1	1	0	0	0
3. 2,500 - 4,999.....	0	2	2	1	0	0	0
4. 5,000 - 9,999.....	0	2	0	10	1	0	0
5. 10,000 - 29,999.....	0	0	0	3	10	1	0
6. 30,000 - 99,999.....	0	0	0	0	1	2	0
7. More than 100,000.....	0	0	0	0	0	1	1

15. Is the feeding program an integral part of organized, supervised activity?

yes.....	16	15	8	15	12	4	0
no.....	0	1	0	1	3	0	2
no reply.....	0	0	0	0	0	0	0

a. If YES, what type of activities were offered in addition to the feeding program?

1. Recreation (sports, swimming, organized physical exercise, supervised field trips, etc.	14	15	6	15	14	4	0
2. Cultural enrichment (arts and crafts, reading, audio-visual activities, etc	11	10	4	13	12	4	0
3. Other.....	3	3	3	4	6	0	0

16. Did sponsor receive USDA's Summer Program Handbooks (for both sponsor and sites)?

yes.....	14	16	8	16	15	4	2
no.....	2	0	0	0	0	0	0
no reply.....	0	0	0	0	0	0	0

17. If YES, is sponsor utilizing both Handbooks in planning and carrying out this summer's feeding program?

yes.....	14	14	7	14	12	3	0
no.....	0	2	1	2	3	1	2
no reply.....	0	0	0	0	0	0	0

18. Does sponsor have on file documentation of tax exemption under the Internal Revenue Code?

yes.....	14	15	8	15	12	4	2
no.....	1	1	0	1	3	0	0
no reply.....	1	0	0	0	0	0	0

19. Does sponsor have on file an approved policy statement in connection with the service of free and reduced price meals to needy children?

yes.....	16	15	6	14	12	4	1
no.....	0	1	1	2	3	0	1
no reply.....	0	0	1	0	0	0	0

SECTION II - PARTICIPATING CHILDREN

Size of Program (Number of Participants)	Under 500	500- 2,499	2,500 4,999	5,000 9,999	10,000 29,999	30,000 99,999	Over 100,000
1. Total number of children served by sponsor							
a. 1 - 499.....	16	0	0	0	0	0	0
b. 500 - 2,499.....	0	16	0	0	0	0	0
c. 2,500 - 4,999.....	0	0	8	0	0	0	0
d. 5,000 - 9,999.....	0	0	0	16	0	0	0
e. 10,000 - 29,999.....	0	0	0	0	15	0	0
f. 30,000 - 99,999.....	0	0	0	0	0	4	0
g. 100,000 or more.....	0	0	0	0	0	0	2
2. Number served free or at a reduced price							
a. 1 - 499.....	16	0	0	0	0	0	0
b. 500 - 2,499.....	0	16	0	0	0	0	0
c. 2,500 - 4,999.....	0	0	8	0	0	0	0
d. 5,000 - 9,999.....	0	0	0	16	0	0	0
e. 10,000 - 29,999.....	0	0	0	0	15	0	0
f. 30,000 - 99,999.....	0	0	0	0	0	4	0
g. 100,000 or more.....	0	0	0	0	0	0	2
3. Percentage of children from low income families							
a. 1% - 25%.....	0	0	0	0	0	0	0
b. 26% - 50%.....	3	0	0	0	0	0	0
c. 51% - 75%.....	1	0	0	3	1	0	0
d. 76% - 100%.....	12	16	8	13	14	4	2
4. Percentage of children with working mothers							
a. 1% - 25%.....	4	8	4	4	3	1	2
b. 26% - 50%.....	7	3	3	5	3	1	0
c. 51% - 75%.....	2	3	0	6	5	2	0
d. 76% - 100%.....	3	2	1	1	4	0	0
5. Were factors used in determining percentage shown in Items 3 and 4 appropriate and adequate?							
yes.....	13	15	8	15	13	4	0
no.....	2	0	0	1	2	0	1
no reply.....	1	1	0	0	0	0	1

6. On what basis were children selected for participation in the feeding program?
(A sponsor might use more than one basis).

a. Enrollees in organized summer program.....	12	10	4	12	8	4
b. Children living in specified geographic areas of the community.....	10	12	8	15	14	3
c. Attendance at specified park or recreation centers.....	1	4	3	7	7	1
d. Referrals by schools, churches, welfare case workers, etc.	5	5	1	6	5	3
e. Open application.....	7	2	1	2	7	2

7. Are only needy children served?

yes.....	11	13	7	15	12	4
no.....	5	3	1	1	2	0
no reply.....	0	0	0	0	1	0

a. If NO, do nonneedy children pay full price for meals?

yes.....	1	1	0	1	0	0
no.....	4	2	1	0	1	0
no reply.....	0	0	0	0	1	0

b. If YES, does the method(s) of collection used protect the anonymity of free and reduced price meal recipients?

yes.....	1	1	0	1	0	0
no.....	0	0	0	0	0	0
no reply.....	0	0	0	0	0	0

SECTION III - PERSONNEL

Size of Program (Number of Participants)	Under 500	500- 2,499	2,500 4,999	5,000 9,999	10,000 29,999	30,000 99,999	Over 100,000
1. Has sponsor placed responsibility for the overall summer feeding program with one specified person?							
yes.....	14	16	8	16	15	4	2
no.....	2	0	0	0	0	0	0
no reply.....	0	0	0	0	0	0	0
a. If YES, about how much of this person's on-duty time is devoted to the summer feeding program?							
1. Full.....	3	6	2	10	10	4	2
2. 3/4 time.....	0	4	2	2	1	0	0
3. 1/2 time.....	4	4	2	3	4	0	0
4. 1/4 time.....	7	2	2	1	0	0	0
2. If no specific person is responsible for overall supervision of the summer feeding program, has sponsor made other adequate supervisory arrangements?							
yes.....	1	0	0	0	0	0	0
no.....	0	0	0	0	0	0	0
no reply.....	1	0	0	0	0	0	0
3. Number of paid food service workers							
a. 1 - 5.....	6	0	0	0	1	0	0
b. 6 - 15.....	3	3	1	1	3	1	0
c. 16 - 40.....	2	4	2	4	1	0	0
d. 41 - 100.....	0	7	2	2	4	0	0
e. More than 100.....	0	0	1	7	5	1	0
4. Number by source of volunteer food service workers							
a. Parents							
1. 1 - 5.....	3	0	0	0	0	0	0
2. 6 - 15.....	1	1	0	1	1	0	0
3. 16 - 40.....	0	0	2	2	1	0	0
4. 41 - 100.....	0	2	0	2	0	0	0
5. More than 100.....	0	0	0	1	0	0	0
b. Neighborhood Adults							
1. 1 - 5.....	2	0	0	0	0	0	0
2. 6 - 15.....	1	1	1	1	0	0	0
3. 16 - 40.....	0	0	0	2	2	0	0
4. 41 - 100.....	0	0	0	4	0	0	0
5. More than 100.....	0	1	0	0	0	0	1

c. Neighborhood youths

1. 1 - 5.....	1	1	0	0	0	0	0
2. 6 - 15.....	1	0	0	1	1	0	0
3. 16 - 40.....	0	2	0	3	1	0	0
4. 41 - 100.....	0	0	2	1	1	0	0
5. More than 100.....	0	0	0	1	1	0	1

d. Other

1. 1 - 5.....	3	1	0	0	0	0	0
2. 6 - 15.....	1	1	0	2	0	0	0
3. 16 - 40.....	0	1	1	0	1	0	0
4. 41 - 100.....	0	0	0	1	0	0	0
5. More than 100.....	0	0	0	0	2	1	0

5. Has sponsor specifically assigned responsibility for feeding program bookkeeping?

yes.....	16	16	8	16	14	4	2
no.....	0	0	0	0	1	0	0
no reply.....	0	0	0	0	0	0	0

6. Has sponsor designated feeding program "coordinators" to deal with program problems and general administration?

yes.....	13	13	8	15	14	4	2
no.....	2	3	0	1	1	0	0
no reply.....	1	0	0	0	0	0	0

Items 7 through 9
Applicable to 80% Programs Only

7. Do actual numbers of PAID PERSONNEL relieved of other duties and assigned to the feeding program, hourly rates, and total hours to be worked, agree with information provided in the sponsor's application?

yes.....	2	10	2	7	3	1	0
no.....	0	1	1	3	3	0	0
no reply.....	1	3	3	4	7	3	2

8. Do actual number of VOLUNTEER PERSONNEL assigned to the feeding program, hourly rates, and total hours to be worked, agree with information provided in the sponsor's application?

yes.....	1	9	2	7	2	0	0
no.....	1	1	1	4	3	0	0
no reply.....	1	4	3	3	8	4	2

9. Number of NYC, OEO, or other Federally reimbursed personnel used in this feeding program, if any

a. 1 - 5.....	0	1	0	0	0	0	0
b. 6 - 15.....	1	3	2	0	0	0	0
c. 16 - 40.....	0	3	3	1	0	0	0
d. 41 - 100.....	0	3	0	7	0	0	0
e. More than 100.....	0	3	1	4	8	2	1

1. If used, is the value of their services included in sponsor's record of volunteer personnel for in-kind contribution purposes?

yes.....	0	13	6	11	7	1	1
no.....	1	0	0	1	1	1	0
no reply.....	0	0	0	0	0	0	0

SECTION IV - MEAL SERVICE AND FOOD

	Under 500	500- 2,499	2,500 4,999	5,000 9,999	10,000 29,999	30,000 99,999	Ove 100,0
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1. From sponsor's records, approximate average number of meals served daily to children and adults:

a. Breakfast

1. Children

a. 1 - 49.....	2	0	0	0	0	0	0
b. 50 - 149.....	2	1	0	0	0	0	0
c. 150 - 499.....	0	0	0	0	0	0	0
d. 500 - 2,499.....	0	2	0	2	0	0	0
e. 2,500 - 4,999.....	0	0	1	0	0	0	0
f. 5,000 - 9,999.....	0	0	0	0	1	0	0
g. 10,000 - 29,999...	0	0	0	0	0	0	0
h. 30,000 - 99,999...	0	0	0	0	0	0	0
i. 100,000 and over..	0	0	0	0	0	0	0

2. Adults

a. 1 - 49.....	2	1	1	0	0	0	0
b. 50 - 149.....	1	0	0	0	0	0	0
c. 150 - 499.....	0	0	0	0	0	0	0
d. 500 and over.....	0	0	0	0	0	0	0

b. A. M. Supplement

1. Children

a. 1 - 49.....	1	0	0	0	0	0	0
b. 50 - 149.....	3	1	0	0	0	0	0
c. 150 - 499.....	3	0	0	1	0	0	0
d. 500 - 2,499.....	0	1	0	1	0	0	0
e. 2,500 - 4,999.....	0	0	2	1	1	0	0
f. 5,000 - 9,999.....	0	0	0	3	0	0	0
g. 10,000 - 29,999...	0	0	0	0	1	0	0
h. 30,000 - 99,999...	0	0	0	0	0	1	0
i. 100,000 and over..	0	0	0	0	0	0	0

2. Adults

a. 1 - 49.....	1	0	1	0	0	0	0
b. 50 - 149.....	0	0	0	0	0	0	0
c. 150 - 499.....	0	0	0	0	0	0	0
d. 500 and over.....	0	0	0	0	0	0	0

c. Lunch

1. Children

a. 1 - 49.....	2	0	0	0	0	0	0
b. 50 - 149.....	3	3	0	0	0	0	0
c. 150 - 499.....	9	1	0	0	0	0	0
d. 500 - 2,499.....	0	11	0	0	0	0	0
e. 2,500 - 4,999.....	0	0	7	3	0	0	0
f. 5,000 - 9,999.....	0	0	0	13	1	0	0
g. 10,000 - 29,999...	0	0	0	0	14	0	0
h. 30,000 - 99,999...	0	0	0	0	0	4	0
i. 100,000 and over..	0	0	0	0	0	0	2

2. Adults

a. 1 - 49.....	8	5	0	5	0	0	0
b. 50 - 149.....	0	0	0	0	2	0	0
c. 150 - 499.....	0	0	0	1	0	1	0
d. 500 and over.....	0	0	0	0	0	0	0

d. P. M. Supplement

1. Children

a. 1 - 49.....	1	0	0	1	0	0	0
b. 50 - 149.....	1	0	0	0	0	0	0
c. 150 - 499.....	1	1	0	0	0	0	0
d. 500 - 2,499.....	0	4	0	2	0	0	0
e. 2,500 - 4,999.....	0	0	2	1	0	0	0
f. 5,000 - 9,999.....	0	0	0	4	0	0	0
g. 10,000 - 29,999...	0	0	0	0	1	0	0
h. 30,000 - 99,999...	0	0	0	0	0	0	0
i. 100,000 and over..	0	0	0	0	0	0	0

2. Adults

a. 1 - 49.....	1	1	0	0	0	0	0
b. 50 - 149.....	0	0	0	0	0	0	0
c. 150 - 499.....	0	0	0	0	0	0	0
d. 500 and over.....	0	0	0	0	0	0	0

e. Supper

1. Children

a. 1 - 49.....	0	0	0	1	0	0	0
b. 50 - 149.....	0	0	0	0	0	0	0
c. 150 - 499.....	0	2	1	1	0	0	0
d. 500 - 2,499.....	0	1	0	0	0	0	0
e. 2,500 - 4,999.....	0	0	0	0	1	0	0
f. 5,000 - 9,999.....	0	0	0	0	0	0	0
g. 10,000 - 29,999...	0	0	0	0	0	0	0
h. 30,000 - 99,999...	0	0	0	0	0	0	0
i. 100,000 and over..	0	0	0	0	0	0	0

2. Adults

a. 1 - 49.....	0	1	0	0	0	0	0
b. 50 - 149.....	0	0	0	0	0	0	0
c. 150 - 499.....	0	0	0	0	0	0	0
d. 500 and over.....	0	0	0	0	0	0	0

2. Are all checked meals served at all sites?

yes.....	16	14	5	12	14	3	2
no.....	0	2	3	4	1	1	0
no reply.....	0	0	0	0	0	0	0

3. Are all children present at the same site at the same time offered the same type of meal?

yes.....	15	16	8	16	15	4	2
no.....	1	0	0	0	0	0	0
no reply.....	0	0	0	0	0	0	0

4. Type of Food Delivery System:

a. Prepared at site of service.....	7	5	1	2	0	0	0
b. Under contract with local school system.....	1	2	0	3	6	3	0
c. Prepared by children as part of activity (either partially or completely....	0	0	1	0	1	0	0
d. Under contract with food management company.....	5	6	5	12	11	2	2
e. Prepared by sponsor in kitchen and delivered to site.....	2	4	0	3	0	0	0
f. Other.....	1	0	2	1	0	0	0

5. If meals are prepared on-site, are USDA-donated foods used?

yes.....	4	7	0	4	2	2	0
no.....	7	3	1	0	1	0	0
no reply.....	0	0	1	1	0	0	0

6. Have instructions been issued to sites regarding disposition of excess meals on hand?

yes.....	12	14	8	16	14	4	0
no.....	2	1	0	0	1	0	2
no reply.....	2	1	0	0	0	0	0

a. If YES, indicate what disposition is made

1. Serve seconds to children who want them.....	8	10	6	15	12	4	0
2. Store for future use..	4	5	6	9	3	0	0
3. Return to contractor..	0	3	0	3	2	0	0
4. Redistribute meals to sites with shortages..	0	3	0	8	7	2	0
5. Other.....	2	1	1	0	4	0	0

Do all food handlers have permits where required by law?

yes.....	11	12	5	15	14	3	1
no.....	1	1	1	0	1	0	0
no reply.....	4	3	2	1	0	1	1

Items 8 through 17 applicable only to programs under contract with caterer.

Was bid procedure used?

yes.....	2	6	6	12	10	2	2
no.....	3	0	1	1	2	0	0
no reply.....	0	0	0	0	0	0	0

a. If YES, number of bids received

1. 1.....	2	1	2	3	1	0	0
2. 2.....	1	1	2	3	3	1	0
3. 3 - 5.....	0	4	2	3	3	0	0
4. 6 or more.....	0	0	0	1	3	1	0
5. No reply.....	0	0	0	1	0	0	2

Does food management company use USDA-donated food in preparation of meals?

yes.....	0	1	0	2	0	0	0
no.....	5	5	7	11	12	2	2
no reply.....	0	0	0	0	0	0	0

a. If NO, did sponsor know that such foods are available to the company?

yes.....	4	3	3	9	11	2	1
no.....	1	2	3	1	1	0	0
no reply.....	0	0	1	1	0	0	1

b. Price paid to food management company for meals delivered:

a. Breakfast

1. 1¢ - 10¢.....	0	0	0	0	0	0	0
2. 11¢ - 15¢.....	0	0	0	2	0	0	0
3. 16¢ - 20¢.....	0	0	0	0	1	0	0
4. 21¢ or more.....	0	0	0	0	0	0	0

b. A. M. Supplement

1. 1¢ - 5¢.....	0	0	0	0	0	0
2. 6¢ - 10¢.....	1	0	3	2	1	0
3. 11¢ - 15¢.....	0	1	0	2	1	1
4. 16¢ or more.....	0	0	0	0	0	0

c. Lunch

1. 1¢ - 20¢.....	0	0	0	0	0	0
2. 21¢ - 30¢.....	2	0	1	1	0	0
3. 31¢ - 40¢.....	0	0	1	0	2	0
4. 41¢ - 50¢.....	0	2	2	11	4	0
5. 51¢ - 60¢.....	2	5	2	1	6	2
6. 61¢ or more.....	1	0	0	0	0	0

d. P. M. Supplement

1. 1¢ - 5¢.....	0	0	0	0	0	0
2. 6¢ - 10¢.....	1	0	3	5	1	0
3. 11¢ - 15¢.....	0	1	0	0	0	0
4. 16¢ or more.....	0	0	0	0	0	0

e. Supper

1. 1¢ - 20¢.....	0	0	0	0	0	0
2. 21¢ - 30¢.....	0	0	0	0	0	0
3. 31¢ - 40¢.....	0	0	0	0	0	0
4. 41¢ - 50¢.....	0	0	0	1	0	0
5. 51¢ - 60¢.....	0	0	1	0	1	0
6. 61¢ or more.....	0	0	0	0	0	0

11. Do prices include milk when it is part of the meal?

yes.....	5	6	6	13	11	2
no.....	0	0	0	0	1	0
no reply.....	0	0	1	0	0	0

a. If NO, what is cost of milk per half-pint?

1. 1¢ - 5¢.....	0	0	0	0	0	0
2. 6¢ or more.....	0	0	0	0	1	0

12. Do prices include delivery of meals to sites?

yes.....	5	6	6	11	11	2
no.....	0	0	1	2	1	0
no reply.....	0	0	0	0	0	0

a. If NO, indicate approximate daily charge for delivery of meals

1. \$1 - \$100.....	0	0	1	1	0	0	0
2. \$101 - \$500.....	0	0	0	1	0	0	0
3. \$501 - \$1,000.....	0	0	0	0	0	0	0
4. \$1,001 or more.....	0	0	0	0	1	0	0

3. Is contract with food management company available for review?

yes.....	4	6	7	13	11	1	0
no.....	1	0	0	0	1	1	2
no reply.....	0	0	0	0	0	0	0

4. If YES, compare contract with Addendum 2 of USDA's Sponsor Handbook.
Does contract contain:

a. All provisions outlined in addendum.....	1	3	2	4	2	0	0
b. Most provisions outlined in addendum.....	1	2	3	8	8	0	0
c. Some provisions outlined in addendum.....	1	1	2	0	0	1	0
d. No provisions outlined in addendum.....	1	0	0	1	1	0	0

15. Did sponsor determine company's capability to fulfill food needs of the program before contract was signed?

yes.....	5	5	7	12	11	2	0
no.....	0	1	0	0	1	0	2
no reply.....	0	0	0	1	0	0	0

16. Does contract provide for delivery of a predetermined number of meals?

yes.....	5	4	6	10	10	2	2
no.....	0	2	1	3	2	0	0
no reply.....	0	0	0	0	0	0	0

a. If YES, has a meal increase or decrease factor been included in the contract?

yes.....	4	4	5	10	7	2	2
no	1	0	0	0	1	0	0
no reply.....	0	0	1	0	2	0	0

17. Were company's proposed menus approved by sponsor before signing contract?

yes.....	3	6	4	13	10	2	0
no.....	0	0	3	0	2	0	1
no reply.....	2	0	0	0	0	0	1

SECTION V - SPONSOR'S TRAINING AND SUPERVISORY PROGRAM

Size of Program (Number of Participants)	Under 500	500- 2,499	2,500 4,999	5,000 9,999	10,000 29,999	30,000 99,999	Over 100,000
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1. Did sponsor hold training sessions for site supervisors prior to the opening of the food service program?

yes.....	12	16	7	15	14	3	1
no.....	4	0	1	1	1	1	1
no reply.....	0	0	0	0	0	0	0

- a. If YES, did sessions cover topics outlined in Addendum 3 of Sponsor's Handbook?

yes.....	12	16	7	15	13	2	1
no.....	0	0	0	0	1	1	0
no reply.....	0	0	0	0	0	0	0

2. Does sponsor's plan for supervision include on-site visits by sponsor or his representative to each site at least once during the program term?

yes.....	16	14	8	16	13	3	2
no.....	0	1	0	0	2	0	0
no reply.....	0	1	0	0	0	1	0

- a. If YES,

1. Are these visits being made and documented?

yes.....	10	12	8	14	13	3	1
no.....	4	2	0	2	0	0	1
no reply.....	2	0	0	0	0	0	0

2. Are follow-up visits made to monitor corrective action taken in the event operating problems are disclosed during prior visits?

yes.....	14	13	8	16	13	3	0
no.....	0	1	0	0	0	0	2
no reply.....	2	0	0	0	0	0	0

SECTION VI - RECORDKEEPING

Size of Program (Number of Participants)	Under 500	500- 2,499	2,500 4,999	5,000 9,999	10,000 29,999	30,000 99,999	Over 100,000
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1. Does sponsor receive from site supervisors at specified intervals a daily count of meals by type actually served to children?

yes.....	16	13	8	14	11	1	1
no.....	0	3	0	2	4	3	1
no reply.....	0	0	0	0	0	0	0

a. If YES, does sponsor use this data as the basis for preparation of his claim for Federal reimbursement?

yes.....	16	13	8	13	10	1	1
no.....	0	0	0	1	1	0	0
no reply.....	0	0	0	0	0	0	0

2. Is a record kept of meals by type served to adults?

yes.....	11	9	5	8	7	1	0
no.....	1	2	1	2	6	2	2
no reply.....	4	5	2	6	2	1	0

3. Does sponsor maintain adequate records on program receipts and expenditures?

yes.....	15	14	7	14	14	3	0
no.....	1	2	1	2	0	1	1
no reply.....	0	0	0	0	1	0	1

a. Are these supported by itemized documentary evidence?

yes.....	15	13	7	12	13	3	0
no.....	0	1	0	1	1	0	0
no reply.....	0	0	0	1	0	0	0

4. Did sponsor know that all program records must be maintained for a period of three years and three months after the end of the fiscal year to which they pertain?

yes.....	16	15	6	16	15	3	2
no.....	0	1	2	0	0	0	0
no reply.....	0	0	0	0	0	1	0

Items 5 and 5(a) Applicable to 80%
Programs Only

5. Is sponsor maintaining a record of "in-kind" and other contributions to the feeding program?

yes.....	2	14	6	13	11	1
no.....	0	0	0	1	2	3
no reply.....	1	0	0	0	0	0

a. If YES, based on your best estimate of total program cost and sponsor's contribution, will sponsor's matching requirement be met?

yes.....	0	14	6	10	8	1
no.....	2	0	0	0	0	0
don't know.....	0	0	0	3	3	0

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
Washington, D. C. 20250

REPORT OF SUPERVISORY VISIT
SPECIAL FOOD SERVICE PROGRAM FOR CHILDREN
SUMMER PROGRAMS

PART I. SPONSORING AGENCY

SECTION I - GENERAL INFORMATION

MEAL SERVICE	Contract with Food Management Company	Contract with Local School System	On-Site Prepara- tion	Other
1. Name and Address of Sponsor - Not categorized.				
2. Date of Review - Not categorized.				
3. Administered by: Sponsors	(43)	(13)	(13)	(8)
a. State Agency.....	25	6	9	6
b. Regional Office.....	18	7	4	2
4. Number of Sites				
a. 1 - 10.....	8	3	10	5
b. 11 - 25.....	5	1	2	0
c. 26 - 50.....	11	3	1	1
d. 51 - 100.....	8	2	0	2
e. 101 - 200.....	5	2	0	0
f. More than 200.....	6	2	0	0
5. Date of Sponsor's Application - Not categorized.				
6. Type of Sponsor:				
a. Mayor's Youth Group.....	8	2	0	0
b. City Recreation Commission.....	5	7	0	1
c. Other Civic Organization..	0	1	1	0
d. School System.....	2	0	2	3
e. Community Organization....	14	2	4	2
f. Organized Youth Group such as Boy Scouts, Girl Scouts, etc.	1	0	0	0
g. Church Organization.....	1	0	3	1
h. Other.....	12	1	3	1

7. USDA Cash Support for Food Service:

a. Regular Reimbursement.....	4	5	7	5
1. Breakfast				
a. 15¢.....	0	1	2	2
b. Other.....	0	0	0	0
2. A. M. Supplement				
a. 10¢.....	2	0	3	2
b. Other.....	0	0	0	0
3. Lunch				
a. 30¢.....	4	5	6	3
b. Other.....	0	0	0	0
4. P. M. Supplement				
a. 10¢.....	2	1	2	0
b. Other.....	0	0	0	0
5. Supper				
a. 30¢.....	0	0	0	0
b. Other.....	0	0	0	0
b. Up to 80% of food service operating cost.....	39	8	6	3
c. Is justification of need shown in sponsor's application supported by documentary evidence?				
1. yes.....	35	7	5	2
2. no.....	3	1	1	0
3. no reply.....	1	0	0	1
d. Nonfood Assistance				
Approved.....	0	1	0	0
1. Less than \$100.....	0	0	0	0
2. \$100 - \$2,500.....	0	0	0	0
3. \$2,501 - \$5,000.....	0	0	0	0
4. \$5,001 - \$10,000.....	0	0	0	0
5. More than \$10,000.....	0	1	0	0

8. Age Range of Children Participating in Feeding Program:

a. Youngest				
1. Under 3 years.....	34	10	6	2
2. 4 - 6.....	6	3	4	6
3. 7 - 10.....	3	0	3	0
4. 11 - 15.....	0	0	0	0
5. 16 - 20.....	0	0	0	0

b. Oldest

1. Under 5 years.....	1	0	0	0
2. 6 - 10.....	0	0	1	0
3. 11 - 15.....	2	1	6	2
4. 16 - 20.....	40	12	6	6

9. Indicate number of sponsor's sites, by type, at which meals are served to children and the number with on-site food preparation facilities:

a. Parks

1. Total number of sites				
a. 1 - 5 sites.....	6	1	2	1
b. 6 - 10 sites.....	5	1	1	3
c. 11 - 25 sites.....	7	3	0	0
d. 26 - 50 sites.....	5	2	0	0
e. 51 - 100 sites.....	5	0	0	0
f. More than 100 sites	2	1	0	0
2. Number of sites with preparation facilities				
a. 1 - 5 sites.....	0	0	0	0
b. 6 - 10 sites.....	0	0	0	0
c. 11 - 25 sites.....	0	0	0	0
d. 26 - 50 sites.....	0	0	0	0
e. 51 - 100 sites.....	0	0	0	0
f. More than 100 sites	0	0	0	0

b. Swimming Pools

1. Total number of sites				
a. 1 - 5 sites.....	1	1	0	0
b. 6 - 10 sites.....	0	0	0	0
c. 11 - 25 sites.....	0	0	0	0
d. 26 - 50 sites.....	0	0	0	0
e. 51 - 100 sites.....	0	0	0	0
f. More than 100 sites	0	0	0	0
2. Number of sites with preparation facilities				
a. 1 - 5 sites.....	0	0	0	0
b. 6 - 10 sites.....	0	0	0	0
c. 11 - 25 sites.....	0	0	0	0
d. 26 - 50 sites.....	0	0	0	0
e. 51 - 100 sites.....	0	0	0	0
f. More than 100 sites	0	0	0	0

c. School Premises

1. Total number of sites				
a. 1 - 5 sites.....	14	3	10	3
b. 6 - 10 sites.....	7	1	0	0
c. 11 - 25 sites.....	2	1	1	0
d. 26 - 50 sites.....	5	6	0	1
e. 51 - 100 sites.....	0	0	0	1
f. More than 100 sites	0	0	0	0

2. Number of sites with preparation facilities

a. 1 - 5 sites.....	3	3	8	1
b. 6 - 10 sites.....	1	1	0	0
c. 11 - 25 sites.....	0	1	0	0
d. 26 - 50 sites.....	0	0	0	1
e. 51 - 100 sites.....	0	0	0	0
f. More than 100 sites	0	0	0	0

d. Community Buildings

1. Total number of sites

a. 1 - 5 sites.....	8	1	3	1
b. 6 - 10 sites.....	6	0	1	1
c. 11 - 25 sites.....	6	2	0	0
d. 26 - 50 sites.....	5	1	0	1
e. 51 - 100 sites.....	3	0	0	0
f. More than 100 sites	3	0	0	0

2. Number of sites with preparation facilities

a. 1 - 5 sites.....	1	0	3	0
b. 6 - 10 sites.....	0	0	0	0
c. 11 - 25 sites.....	0	0	0	0
d. 26 - 50 sites.....	0	0	0	0
e. 51 - 100 sites.....	0	0	0	0
f. More than 100 sites	0	0	0	0

e. Churches

1. Total number of sites

a. 1 - 5 sites.....	9	2	5	1
b. 6 - 10 sites.....	5	1	0	1
c. 11 - 25 sites.....	5	0	0	0
d. 26 - 50 sites.....	3	1	0	0
e. 51 - 100 sites.....	0	0	0	0
f. More than 100 sites	2	0	0	0

2. Number of sites with preparation facilities

a. 1 - 5 sites.....	1	0	5	0
b. 6 - 10 sites.....	0	0	0	0
c. 11 - 25 sites.....	0	0	0	0
d. 26 - 50 sites.....	0	0	0	0
e. 51 - 100 sites.....	0	0	0	0
f. More than 100 sites	0	0	0	0

f. Playstreets

1. Total number of sites

a. 1 - 5 sites.....	4	0	0	2
b. 6 - 10 sites.....	2	0	0	1
c. 11 - 25 sites.....	3	0	0	0
d. 26 - 50 sites.....	0	0	0	0
e. 51 - 100 sites.....	0	2	0	0
f. More than 100 sites	2	0	0	0

2. Number of sites with preparation facilities

a. 1 - 5 sites	0	0	0	0
b. 6 - 10 sites	0	0	0	0
c. 11 - 25 sites	0	0	0	0
d. 26 - 50 sites	0	0	0	0
e. 51 - 100 sites	0	0	0	0
f. More than 100 sites	0	0	0	0

g. Day Care Centers

1. Total number of sites

a. 1 - 5 sites	7	0	0	2
b. 6 - 10 sites	3	1	0	0
c. 11 - 25 sites	1	0	0	1
d. 26 - 50 sites	0	0	0	0
e. 51 - 100 sites	0	0	0	0
f. More than 100 sites	1	0	0	0

2. Number of sites with preparation facilities

a. 1 - 5 sites	0	1	0	0
b. 6 - 10 sites	0	0	0	0
c. 11 - 25 sites	0	0	0	0
d. 26 - 50 sites	0	0	0	0
e. 51 - 100 sites	0	0	0	0
f. More than 100 sites	0	0	0	0

h. Other

1. Total number of sites

a. 1 - 5 sites	8	0	2	1
b. 6 - 10 sites	6	1	1	0
c. 11 - 25 sites	5	3	0	1
d. 26 - 50 sites	2	1	0	0
e. 51 - 100 sites	2	0	0	0
f. More than 100 sites	2	2	0	0

2. Number of sites with preparation facilities

a. 1 - 5 sites	2	0	1	0
b. 6 - 10 sites	0	0	0	0
c. 11 - 25 sites	0	0	0	0
d. 26 - 50 sites	0	0	0	0
e. 51 - 100 sites	0	0	0	0
f. More than 100 sites	0	0	0	0

Term of Operation

a. Beginning Date

1. Prior to June 15	15	3	6	3
2. June 15 - June 30	16	8	2	3
3. July 1 - July 15	11	2	4	2
4. July 16 - July 31	1	0	1	0
5. August 1 - August 15 ..	0	0	0	0

b. Ending Date

1. July 1 - July 15.....	0	0	1
2. July 16 - July 31.....	2	0	1
3. August 1 - August 15..	11	4	5
4. August 16 - August 31..	19	8	3
5. After September 1.....	11	1	3

c. Total Number of Operating Days

1. 1 - 15 days.....	0	0	1
2. 16 - 30 days.....	3	1	4
3. 31 - 45 days.....	24	7	5
4. More than 46 days.....	16	5	3

11. Do all sites observe the same term of operation?

yes.....	19	9	9
no.....	24	4	4
no reply.....	0	0	0

12. Hours of operation of organized activity:

a. Number of hours before noon

1. 1 hour or less.....	0	0	1
2. 2 hours or less but more than 1.....	7	2	0
3. 3 hours or less but more than 2.....	27	6	6
4. 4 hours or less but more than 3.....	8	4	5
5. More than 4 hours.....	1	1	1

b. Number of hours after noon

1. 1 hour or less.....	2	0	2
2. 2 hours or less but more than 1.....	2	1	0
3. 3 hours or less but more than 2.....	9	0	6
4. 4 hours or less but more than 3.....	10	1	0
5. 5 hours or less but more than 4.....	6	6	4
6. 6 hours or less but more than 5.....	3	1	1
7. 7 hours or less but more than 6.....	2	0	0
8. More than 7 hours.....	9	4	0

13. Do all sites observe the same daily operating hours?

yes.....	13	4	11	5
no.....	30	9	1	3
no reply.....	0	0	1	0

14. Did sponsor operate a feeding program last summer?

yes.....	32	12	11	7
no.....	11	1	2	1
no reply.....	0	0	0	0

a. If YES, how many children participated in last summer's program?

1. 1 - 499.....	5	0	5	4
2. 500 - 2,499.....	3	2	4	2
3. 2,500 - 4,999.....	3	1	1	0
4. 5,000 - 9,999.....	7	4	1	1
5. 10,000 - 29,999.....	10	4	0	0
6. 30,000 - 99,999.....	2	1	0	0
7. More than 100,000.....	2	0	0	0

15. Is the feeding program an integral part of organized, supervised activity?

yes.....	36	13	13	8
no.....	7	0	0	0
no reply.....	0	0	0	0

a. If YES, what type of activities were offered in addition to the feeding program?

1. Recreation (sports, swimming, organized physical exercise, supervised field trips, etc.)	36 36	12	13	7
2. Cultural enrichment (arts and crafts, reading, audio-visual activities, etc	26	11	11	6
3. Other.....	13	3	2	1

16. Did sponsor receive USDA's Summer Program Handbooks (for both sponsor and sites)?

yes.....	43	13	11	8
no.....	0	0	2	0
no reply.....	0	0	0	0

17. If YES, is sponsor utilizing both Handbooks in planning and carrying out this summer's feeding program?

yes.....	36	10	10	8
no.....	7	3	1	0
no reply.....	0	0	0	0

18. Does sponsor have on file documentation of tax exemption under the Internal Revenue Code?

yes.....	40	11	11
no.....	3	2	1
no reply.....	0	0	1

19. Does sponsor have on file an approved policy statement in connection with the service of free and reduced price meals to needy children?

yes.....	36	12	12
no.....	6	1	1
no reply.....	1	0	0

SECTION II - PARTICIPATING CHILDREN

REAL SERVICE	Contract with Food Management Company	Contract with Local School System	On-Site Prepara- tion	Other
1. Total number of children served by sponsor				
a. 1 - 499.....	5	0	7	4
b. 500 - 2,499.....	6	4	5	1
c. 2,500 - 4,999.....	6	0	1	1
d. 5,000 - 9,999.....	11	4	0	1
e. 10,000 - 29,999.....	11	3	0	1
f. 30,000 - 99,999.....	2	2	0	0
g. 100,000 or more.....	2	0	0	0
2. Number served free or at a reduced price				
a. 1 - 499.....	5	0	7	4
b. 500 - 2,499.....	6	4	5	1
c. 2,500 - 4,999.....	6	0	1	1
d. 5,000 - 9,999.....	11	4	0	1
e. 10,000 - 29,999.....	11	3	0	1
f. 30,000 - 99,999.....	2	2	0	0
g. 100,000 or more.....	2	0	0	0
3. Percentage of children from low income families				
a. 1% - 25%.....	0	0	0	0
b. 26% - 50%.....	1	0	0	2
c. 51% - 75%.....	2	1	1	1
d. 76% - 100%.....	40	12	12	5
4. Percentage of children with working mothers				
a. 1% - 25%.....	16	2	6	2
b. 26% - 50%.....	11	6	2	3
c. 51% - 75%.....	10	3	3	2
d. 76% - 100%.....	6	2	2	1
5. Were factors used in determining percentage shown in Items 3 and 4 appropriate and adequate?				
yes.....	36	13	11	8
no.....	4	0	2	0
no reply.....	3	0	0	0

6. On what basis were children selected for participation in the feeding program (A sponsor might use more than one basis).

a. Enrollees in organized summer program.....	26	8	11
b. Children living in specified geographic areas of the community.....	39	10	9
c. Attendance at specified park or recreation centers.....	14	9	1
d. Referrals by schools, churches, welfare case workers, etc.	12	5	7
e. Open application.....	12	3	5

7. Are only needy children served?

yes.....	37	10	10
no.....	5	3	3
no reply.....	1	0	0

a. If NO, do nonneedy children pay full price for meals?

yes.....	0	1	1
no.....	4	2	2
no reply.....	1	0	0

b. If YES, does the method(s) of collection used protect the anonymity of free and reduced price meal recipients?

yes.....	0	1	1
no.....	0	0	0
no reply.....	0	0	0

SECTION III - PERSONNEL

FOOD SERVICE	Contract with Food Management Company	Contract with Local School System	On-Site Prepara- tion	Other
Has sponsor placed responsibility for the overall summer feeding program with one specified person?				
yes.....	42	13	13	7
no.....	1	0	0	1
no reply.....	0	0	0	0
a. If YES, about how much of this person's on-duty time is devoted to the summer feeding program?				
1. Full.....	25	5	5	2
2. 3/4 time.....	5	2	2	0
3. 1/2 time.....	7	4	3	3
4. 1/4 time.....	5	2	3	2
If no specific person is responsible for overall supervision of the summer feeding program, has sponsor made other adequate supervisory arrangements?				
yes.....	0	0	0	1
no.....	0	0	0	0
no reply.....	1	0	0	0
Number of paid food service workers				
a. 1 - 5.....	3	0	3	1
b. 6 - 15.....	6	2	2	2
c. 16 - 40.....	5	3	2	3
d. 41 - 100.....	11	2	2	0
e. More than 100.....	9	4	1	0
Number by source of volunteer food service workers				
a. Parents				
1. 1 - 5.....	1	0	2	0
2. 6 - 15.....	3	1	0	0
3. 16 - 40.....	2	1	1	1
4. 41 - 100.....	3	0	1	0
5. More than 100.....	1	0	0	0
b. Neighborhood Adults				
1. 1 - 5.....	0	0	2	0
2. 6 - 15.....	1	0	2	1
3. 16 - 40.....	3	1	0	0
4. 41 - 100.....	1	3	0	0
5. More than 100.....	2	0	0	0

c. Neighborhood youths

1. 1 - 5.....	0	0	2	0
2. 6 - 15.....	3	0	0	0
3. 16 - 40.....	1	4	1	0
4. 41 - 100.....	3	0	1	0
5. More than 100.....	3	0	0	0

d. Other

1. 1 - 5.....	1	0	2	1
2. 6 - 15.....	2	2	0	0
3. 16 - 40.....	1	0	2	0
4. 41 - 100.....	1	0	0	0
5. More than 100.....	2	1	0	0

5. Has sponsor specifically assigned responsibility for feeding program bookkeeping

yes.....	42	13	13	8
no.....	1	0	0	0
no reply.....	0	0	0	0

6. Has sponsor designated feeding program "coordinators" to deal with program problems and general administration?

yes.....	39	10	12	8
no.....	4	3	0	0
no reply.....	0	0	1	0

Items 7 through 9
Applicable to 80% Programs Only

7. Do actual numbers of PAID PERSONNEL relieved of other duties and assigned to the feeding program, hourly rates, and total hours to be worked, agree with information provided in the sponsor's application?

yes.....	14	5	5	1
no.....	6	1	1	0
no reply.....	19	2	0	2

8. Do actual number of VOLUNTEER PERSONNEL assigned to the feeding program, hourly rates, and total hours to be worked, agree with information provided in the sponsor's application?

yes.....	14	4	2	1
no.....	7	1	2	0
no reply.....	18	3	2	2

9. Number of NYC, OEO, or other Federally reimbursed personnel used in this feeding program, if any

a. 1 - 5.....	0	0	0	1
b. 6 - 15.....	5	1	0	0
c. 16 - 40.....	6	1	0	0
d. 41 - 100.....	8	1	1	0
e. More than 100.....	12	3	3	1

1. If used, is the value of their services included in sponsor's record of volunteer personnel for in-kind contribution purposes?

yes.....	30	3	4	2
no.....	1	3	0	0
no reply.....	0	0	0	0

SECTION IV - MEAL SERVICE AND FOOD

MEAL SERVICE	Contract with Food Management Company	Contract with Local School System	On-Site Prepara- tion	Other
1. From sponsor's records, approximate average number of meals served daily to children and adults:				
a. Breakfast				
1. Children				
a. 1 - 49.....	0	0	2	0
b. 50 - 149.....	0	1	1	1
c. 150 - 499.....	0	0	0	0
d. 500 - 2,499.....	1	1	2	0
e. 2,500 - 4,999.....	0	0	0	1
f. 5,000 - 9,999.....	1	0	0	0
g. 10,000 - 29,999...	0	0	0	0
h. 30,000 - 99,999...	0	0	0	0
i. 100,000 and over..	0	0	0	0
2. Adults				
a. 1 - 49.....	0	1	1	2
b. 50 - 149.....	0	0	1	0
c. 150 - 499.....	0	0	0	0
d. 500 and over.....	0	0	0	0
b. A. M. Supplement				
1. Children				
a. 1 - 49.....	0	0	1	0
b. 50 - 149.....	0	0	3	1
c. 150 - 499.....	2	0	1	1
d. 500 - 2,499.....	2	0	0	0
e. 2,500 - 4,999.....	3	0	0	1
f. 5,000 - 9,999.....	2	1	0	0
g. 10,000 - 29,999...	1	0	0	0
h. 30,000 - 99,999...	1	0	0	0
i. 100,000 and over..	0	0	0	0
2. Adults				
a. 1 - 49.....	1	0	1	0
b. 50 - 149.....	0	0	0	0
c. 150 - 499.....	0	0	0	0
d. 500 and over.....	0	0	0	0

c. Lunch

1. Children

a. 1 - 49.....	0	0	2	0
b. 50 - 149.....	1	1	4	0
c. 150 - 499.....	4	1	2	3
d. 500 - 2,499.....	6	2	2	1
e. 2,500 - 4,999.....	8	1	1	0
f. 5,000 - 9,999.....	10	3	0	1
g. 10,000 - 29,999...	10	3	0	1
h. 30,000 - 99,999...	2	2	0	0
i. 100,000 and over..	2	0	0	0

2. Adults

a. 1 - 49.....	3	4	7	4
b. 50 - 149.....	0	2	0	0
c. 150 - 499.....	1	1	0	0
d. 500 and over.....	0	0	0	0

d. P. M. Supplement

1. Children

a. 1 - 49.....	1	0	1	0
b. 50 - 149.....	0	0	1	0
c. 150 - 499.....	1	0	1	0
d. 500 - 2,499.....	2	1	2	1
e. 2,500 - 4,999.....	2	0	0	1
f. 5,000 - 9,999.....	3	1	0	0
g. 10,000 - 29,999...	1	0	0	0
h. 30,000 - 99,999...	0	0	0	0
i. 100,000 and over..	0	0	0	0

2. Adults

a. 1 - 49.....	0	0	1	1
b. 50 - 149.....	0	0	0	0
c. 150 - 499.....	0	0	0	0
d. 500 and over.....	0	0	0	0

e. Supper

1. Children

a. 1 - 49.....	1	0	0	0
b. 50 - 149.....	0	0	0	0
c. 150 - 499.....	1	1	2	0
d. 500 - 2,499.....	0	0	1	0
e. 2,500 - 4,999.....	1	0	0	0
f. 5,000 - 9,999.....	0	0	0	0
g. 10,000 - 29,999...	0	0	0	0
h. 30,000 - 99,999...	0	0	0	0
i. 100,000 and over..	0	0	0	0

2. Adults

a. 1 - 49.....	0	0	1	0
b. 50 - 149.....	0	0	0	0
c. 150 - 499.....	0	0	0	0
d. 500 and over.....	0	0	0	0

2. Are all checked meals served at all sites?

yes.....	35	12	11	8
no.....	8	1	2	0
no reply.....	0	0	0	0

3. Are all children present at the same site at the same time offered the same type of meal?

yes.....	42	13	13	8
no.....	1	0	0	0
no reply.....	0	0	0	0

4. Type of Food Delivery System:

a. Prepared at site of service.....	0	2	13	0
b. Under contract with local school system.....	0	13	0	2
c. Prepared by children as part of activity (either partially or completely...)	2	0	0	0
d. Under contract with food management company.....	43	0	0	0
e. Prepared by sponsor in kitchen and delivered to site.....	0	2	1	6
f. Other.....	0	1	1	2

5. If meals are prepared on-site, are USDA-donated foods used?

yes.....	0	11	5	3
no.....	0	1	7	4
no reply.....	0	1	1	0

6. Have instructions been issued to sites regarding disposition of excess meals on hand?

yes.....	41	12	7	8
no.....	2	1	3	0
no reply.....	0	0	3	0

a. If YES, indicate what disposition is made

1. Serve seconds to children who want them.....	34	10	6	5
2. Store for future use..	16	2	4	5
3. Return to contractor..	5	3	0	0
4. Redistribute meals to sites with shortages..	14	4	0	2
5. Other.....	5	3	0	0

Do all food handlers have permits where required by law?

yes.....	35	12	8	6
no.....	3	0	1	0
no reply.....	5	1	4	2

Items 8 through 17 applicable only to programs under contract with caterer.

Was bid procedure used?

yes.....	40	0	0	0
no.....	3	4	0	0
no reply.....	0	0	0	0

a. If YES, number of bids received

1. 1.....	9	0	0	0
2. 2.....	11	0	0	0
3. 3 - 5.....	12	0	0	0
4. 6 or more.....	5	0	0	0
5. No reply.....	3	0	0	0

Does food management company use USDA-donated food in preparation of meals?

yes.....	0	3	0	0
no.....	43	1	0	0
no reply.....	0	0	0	0

a. If NO, did sponsor know that such foods are available to the company?

yes.....	32	1	0	0
no.....	8	0	0	0
no reply.....	3	0	0	0

Price paid to food management company for meals delivered:

a. Breakfast

1. 1¢ - 10¢.....	0	0	0	0
2. 11¢ - 15¢.....	1	1	0	0
3. 16¢ - 20¢.....	1	0	0	0
4. 21¢ or more.....	0	0	0	0

b. A. M. Supplement

1. 1¢ - 5¢.....	0	0	0	0
2. 6¢ - 10¢.....	7	0	0	0
3. 11¢ - 15¢.....	5	0	0	0
4. 16¢ or more.....	0	0	0	0

c. Lunch

1. 1¢ - 20¢.....	0	0	0	0
2. 21¢ - 30¢.....	3	1	0	0
3. 31¢ - 40¢.....	3	0	0	0
4. 41¢ - 50¢.....	18	1	0	0
5. 51¢ - 60¢.....	18	2	0	0
6. 61¢ or more.....	1	0	0	0

d. P. M. Supplement

1. 1¢ - 5¢.....	0	0	0	0
2. 6¢ - 10¢.....	9	1	0	0
3. 11¢ - 15¢.....	1	0	0	0
4. 16¢ or more.....	0	0	0	0

e. Supper

1. 1¢ - 20¢.....	0	0	0	0
2. 21¢ - 30¢.....	0	0	0	0
3. 31¢ - 40¢.....	0	0	0	0
4. 41¢ - 50¢.....	1	0	0	0
5. 51¢ - 60¢.....	2	0	0	0
6. 61¢ or more.....	0	0	0	0

11. Do prices include milk when it is part of the meal?

yes.....	41	4	0	0
no.....	1	0	0	0
no reply.....	1	0	0	0

a. If NO, what is cost of milk per half-pint?

1. 1¢ - 5¢.....	0	0	0	0
2. 6¢ or more.....	1	0	0	0

12. Do prices include delivery of meals to sites?

yes.....	40	3	0	0
no.....	3	1	0	0
no reply.....	0	0	0	0

a. If NO, indicate approximate daily charge for delivery of meals

1. \$1 - \$100.....	2	0	0	0
2. \$101 - \$500.....	0	1	0	0
3. \$501 - \$1,000.....	0	0	0	0
4. \$1,001 or more.....	1	0	0	0

13. Is contract with food management company available for review?

yes.....	38	4	0	0
no.....	5	0	0	0
no reply.....	0	0	0	0

14. If YES, compare contract with Addendum 2 of USDA's Sponsor Handbook.
Does contract contain:

a. All provisions outlined in addendum.....	11	1	0	0
b. Most provisions outlined in addendum.....	19	3	0	0
c. Some provisions outlined in addendum.....	5	0	0	0
d. No provisions outlined in addendum.....	3	0	0	0

15. Did sponsor determine company's capability to fulfill food needs of the
program before contract was signed?

yes.....	38	4	0	0
no.....	4	0	0	0
no reply.....	1	0	0	0

16. Does contract provide for delivery of a predetermined number of meals?

yes.....	37	2	0	0
no.....	6	2	0	0
no reply.....	0	0	0	0

a. If YES, has a meal increase or decrease factor been included in the
contract?

yes.....	32	2	0	0
no	2	0	0	0
no reply.....	3	0	0	0

17. Were company's proposed menus approved by sponsor before signing contract?

yes.....	34	4	0	0
no.....	6	0	0	0
no reply.....	3	0	0	0

SECTION V - SPONSOR'S TRAINING AND SUPERVISORY PROGRAM

MEAL SERVICE	Contract with Food Management Company	Contract with Local School System	On-Site Prepara- tion	Other
1. Did sponsor hold training sessions for site supervisors prior to the opening of the food service program?				
yes.....	38	13	11	6
no.....	5	0	2	2
no reply.....	0	0	0	0
a. If YES, did sessions cover topics outlined in Addendum 3 of Sponsor's Handbook?				
yes.....	37	12	11	6
no.....	1	1	0	0
no reply.....	0	0	0	0
2. Does sponsor's plan for supervision include on-site visits by sponsor or his representative to each site at least once during the program term?				
yes.....	40	12	12	8
no.....	2	1	0	0
no reply.....	1	0	1	0
a. If YES,				
1. Are these visits being made and documented?				
yes.....	35	11	8	7
no.....	4	1	3	1
no reply.....	1	0	1	0
2. Are follow-up visits made to monitor corrective action taken in the event operating problems are disclosed during prior visits?				
yes.....	36	12	11	8
no.....	3	0	0	0
no reply.....	1	0	1	0

SECTION VI - RECORDKEEPING

MEAL SERVICE	Contract with Food Management Company	Contract with Local School System	On-Site Prepara- tion	Other
1. Does sponsor receive from site supervisors at specified intervals a daily count of meals by type actually served to children?				
yes.....	35	9	12	8
no.....	8	4	1	0
no reply.....	0	0	0	0
a. If YES, does sponsor use this data as the basis for preparation of his claim for Federal reimbursement?				
yes.....	33	9	12	8
no.....	2	0	0	0
no reply.....	0	0	0	0
2. Is a record kept of meals by type served to adults?				
yes.....	18	7	10	6
no.....	12	3	1	0
no reply.....	13	3	2	2
3. Does sponsor maintain adequate records on program receipts and expenditures?				
yes.....	35	12	12	8
no.....	6	1	1	0
no reply.....	2	0	0	0
a. Are these supported by itemized documentary evidence?				
yes.....	32	11	12	8
no.....	2	1	0	0
no reply.....	1	0	0	0
4. Did sponsor know that all program records must be maintained for a period of three years and three months after the end of the fiscal year to which they pertain?				
yes.....	40	13	12	8
no.....	2	0	1	0
no reply.....	1	0	0	0

Items 5 and 5(a) Applicable to 80%
Programs Only

5. Is sponsor maintaining a record of "in-kind" and other contributions to the feeding program?

yes.....	34	6	6	3
no.....	4	2	0	0
no reply.....	1	0	0	0

a. If YES, based on your best estimate of total program cost and sponsor's contribution, will sponsor's matching requirement be met?

yes.....	24	6	6	3
no.....	2	0	0	0
don't know.....	8	0	0	0

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
Washington, D. C. 20250

REPORT OF SUPERVISORY VISIT
SPECIAL FOOD SERVICE PROGRAM FOR CHILDREN
SUMMER PROGRAMS

PART II. FOOD SERVICE SITE

SECTION I - GENERAL INFORMATION

	TOTAL (294 Sites)	Regular Reimbursement (53 Sites)	80% of Cost (241 Sites)
1. Name and Address of Site - Not categorized.			
2. Name and Address of Sponsor - Not categorized.			
a. Date of Review - Not categorized.			
3. Hours of Operation			
a. Number of hours before noon			
1. 1 hour or less.....	38	4	34
2. 2 hours or less but more than 1.....	46	9	37
3. 3 hours or less but more than 2.....	147	20	127
4. 4 hours or less but more than 3.....	57	17	40
5. More than 4 hours.....	6	3	3
b. Number of hours after noon			
1. 1 hour or less.....	35	4	31
2. 2 hours or less but more than 1.....	19	3	16
3. 3 hours or less but more than 2.....	50	12	38
4. 4 hours or less but more than 3.....	46	5	41
5. 5 hours or less but more than 4.....	73	22	51
6. 6 hours or less but more than 5.....	17	2	15
7. 7 hours or less but more than 6.....	6	0	6
8. More than 7 hours.....	48	5	43

c. Total number of feeding program operating days:

1. 1 - 15 days.....	5	2	3
2. 16 - 30 days.....	27	8	19
3. 31 - 45 days.....	190	32	158
4. More than 46 days.....	72	11	61
4. Does site offer organized activity other than feeding program?			
Yes.....	277	51	226
No.....	17	2	15
No reply.....	0	0	0
5. Does site draw attendance from economically needy area?			
Yes.....	286	52	234
No.....	6	1	5
No reply.....	2	0	2
6. Did site supervisor receive USDA's Handbook for Site Supervisors?			
Yes.....	152	26	126
No.....	140	27	113
No reply.....	2	0	2
7. If YES, is handbook utilized at feeding site?			
Yes.....	106	14	92
No.....	44	12	32
No reply.....	2	0	2
8. Are site facilities sufficient so that all children may eat at the same time?			
Yes.....	244	46	198
No.....	50	7	43
No reply.....	0	0	0
9. If NO, have arrangements been made to insure that all children consume meals on program site?			
Yes.....	39	7	32
No.....	11	0	11
No reply.....	0	0	0
10. Are children permitted to leave program site with meals?			
Yes.....	53	7	46
No.....	240	46	194
No reply.....	1	0	1
11. Are premises adequately free from trash and refuse?			
Yes.....	269	51	218
No.....	25	2	23
No reply.....	0	0	0

SECTION II - PARTICIPATION

	TOTAL (294 Sites)	Regular Reimbursement (53 Sites)	80% of Cost (241 Sites)
1. Daily Average number of children served:			
a. 1 - 25.....	10	2	8
b. 26 - 50.....	30	6	24
c. 51 - 100.....	75	11	64
d. 101 - 200.....	100	15	85
e. 201 - 500.....	62	18	44
f. 501 - 1,000.....	14	1	13
g. More than 1,000.....	3	0	3
2. Number of children served free or at a reduced price:			
a. 1 - 25.....	10	2	8
b. 26 - 50.....	30	6	24
c. 51 - 100.....	75	11	64
d. 101 - 200.....	100	15	85
e. 201 - 500.....	62	18	44
f. 501 - 1,000.....	14	1	13
g. More than 1,000.....	3	0	3
3. If nonneedy children pay a full price for meals, has an acceptable system of collection been developed to protect the identity of free and reduced price meal recipients?			
Yes.....	2	2	0
No.....	0	0	0
No reply.....	292	51	241
4. Age range of participating children			
a. Youngest			
1. Under 3.....	140	22	118
2. 4 - 6.....	118	19	99
3. 7 - 10.....	30	12	18
4. 11 - 15.....	5	0	5
5. 16 - 20.....	1	0	1

b. Oldest

1. Under 5.....	3	1	2
2. 6 - 10.....	5	0	5
3. 11 - 15.....	106	18	88
4. 16 - 20.....	180	34	146

5. Is meal service confined to only authorized participants?

Yes.....	268	47	221
No.....	26	6	20
No reply.....	0	0	0

SECTION III - SITE STAFF

	TOTAL	Regular Reimbursement	80% of Cost
1. Has a supervisor been specifically assigned to feeding program at site?			
Yes.....	278	51	227
No.....	16	2	14
No reply.....	0	0	0
2. If no specific on-site person supervises feeding program, is other supervisory arrangement satisfactory?			
Yes.....	15	2	13
No.....	1	0	1
No reply.....	0	0	0
3. Is site staffing sufficient to permit prompt and orderly distribution of meals to children?			
Yes.....	279	51	228
No.....	15	2	13
No reply.....	0	0	0
4. Is site staffing sufficient to provide adequate supervision of children during mealtime?			
Yes.....	258	47	211
No.....	36	6	30
No reply.....	0	0	0
5. From your observation, does it appear that food service staff is more than adequate?			
Yes.....	206	30	176
No.....	71	19	52
No reply.....	17	4	13
6. Did site personnel attend training sessions prior to opening of feeding program?			
Yes.....	204	48	156
No.....	90	5	85
No reply.....	0	0	0

7. Is any effort made by staff to assist children in developing good eating habits?

Yes.....	186	31	155
No.....	106	22	84
No reply.....	2	0	2

8. Is any effort made by staff to create children's awareness of the benefits of nutritious meals?

Yes.....	149	29	120
No.....	142	24	118
No reply.....	3	0	3

TION IV - MEAL SERVICE AND FOOD

	TOTAL	Regular Reimbursement	80% of Cost
Time and observation of meal service			
a. Breakfast			
1. Time of service			
a. 7:30 - 8:30.....	3	1	2
b. 8:31 - 9:30.....	10	4	6
c. 9:31 - 11:00.....	6	1	5
d. 11:01 - 12:00.....	1	1	0
2. Was meal service observed?			
a. yes.....	12	3	9
b. no.....	8	4	4
b. Morning Supplement			
1. Time of service			
a. 8:30 - 9:30.....	5	1	4
b. 9:31 - 10:30.....	22	5	17
c. 10:31 - 11:30.....	4	0	4
d. 11:31 or later....	0	0	0
2. Was meal service observed?			
a. yes.....	10	4	6
b. no.....	21	2	19
c. Lunch			
1. Time of service			
a. 10:30 - 11:30.....	27	2	25
b. 11:31 - 12:00.....	78	11	67
c. 12:01 - 12:30.....	108	23	85
d. 12:31 - 1:30.....	62	11	51
e. 1:31 - 2:30.....	8	2	6
2. Was meal service observed?			
a. yes.....	266	47	219
b. no.....	17	2	15
d. Afternoon Supplement			
1. Time of service			
a. 11:00 - 11:30.....	1	0	1
b. 11:31 - 12:00.....	0	0	0
c. 12:01 - 1:30.....	1	0	1
d. 1:31 - 2:30.....	17	3	14
e. 2:31 - 3:30.....	29	9	20
f. 3:31 - 4:30.....	15	6	9

2. Was meal service observed?

a. yes.....	13	7	6
b. no.....	50	11	39

e. Supper

1. Time of service

a. 4:00 - 5:00.....	2	0	2
b. 5:01 - 6:00.....	1	0	1
c. After 6:01.....	2	0	2

2. Was meal service observed?

a. yes.....	2	0	2
b. no.....	3	0	3

2. Are time schedules for meals strictly observed?

Yes.....	234	45	189
No.....	55	8	47
No reply.....	5	0	5

3. Have site personnel used USDA's Site Supervisor's Handbook for guidance in preparing meals and in meeting the meal standard requirements for meals served?

Yes.....	98	16	82
No.....	173	34	139
No reply.....	23	3	20

Items 4 through 6 relate only to meal(s) actually observed

4. Breakfast

a. Were eight ounces of fluid whole milk served (either as a beverage or on cereal or both)?

Yes.....	12	3	9
No.....	0	0	0
No reply.....	0	0	0

b. Was fruit or juice served?

Yes.....	8	2	6
No.....	4	1	3
No reply.....	0	0	0

c. Was bread or equivalent or cereal served?

Yes.....	10	3	7
No.....	2	0	2
No reply.....	0	0	0

d. Were additional foods served such as meat and/or alternates?

Yes.....	0	0	0
No.....	12	3	9
No reply.....	0	0	0

1. If YES, which ones?

a. eggs.....	0	0	0
b. cheese.....	0	0	0
c. meat, poultry, fish.....	0	0	0
d. peanut butter.....	0	0	0
e. other.....	0	0	0

e. Was a formulated baked product substituted for the fruit or juice and bread?

Yes.....	3	0	3
No.....	8	3	5
No reply.....	1	0	1

1. If YES, indicate acceptance of this product;

a. good.....	2	0	2
b. fair.....	1	0	1
c. poor.....	0	0	0
d. no reply.....	0	0	0

5. Supplement(s)

a. Was milk or juice served?

Yes.....	17	9	8
No.....	5	2	3
No reply.....	0	0	0

If YES, when?

A. M.....	8	3	5
P. M.....	7	5	2
Both.....	2	1	1

b. Was bread or equivalent served?

Yes.....	17	8	9
No.....	5	3	2
No reply.....	0	0	0

If YES, when?

A. M.....	7	3	4
P. M.....	8	4	4
Both.....	2	1	1

c. Were additional foods served as part of supplements?

Yes	5	2	3
No.....	16	9	7
No reply.....	1	0	1

If YES, when?

A. M.....	1	0	1
P. M.	3	1	2
Both	1	1	0

d. Was a formulated baked product substituted for fruit or juice and bread?

Yes	8	5	3
No	13	6	7
No reply	1	0	1

If YES, indicate acceptance of this product:

Good	7	4	3
Fair	1	1	0
Poor	0	0	0

6. Lunch or Supper

a. Was a meat and/or alternate served?

Yes	267	47	220
No	0	0	0
No reply	1	0	1

b. Were two or more vegetables and/or fruits served?

Yes	254	42	212
No	14	5	9
No reply	0	0	0

c. Was a bread or equivalent served?

Yes	266	47	219
No	1	0	1
No reply	1	0	1

d. Was butter or fortified margarine served?

Yes	249	45	204
No	17	2	15
No reply	2	0	2

11. What were probable reasons for plate waste? (Check one or more).			
a. Children disliked foods served.....	158	25	133
b. Menu is too repetitious...	24	2	22
c. Too much food is provided.	18	4	14
d. Food served at improper temperature.....	5	1	4
e. Food served is alien to ethnic food patterns.....	20	4	16
f. Other.....	42	14	28
12. Did food appear clean, fresh, and free from spoilage?			
Yes.....	284	51	233
No.....	7	1	6
No reply.....	3	1	2
13. Are foods (including milk) kept at proper temperature until served?			
Yes.....	262	49	213
No.....	29	3	26
No reply.....	3	0	3
14. Are sanitary procedures followed in all aspects of food preparation and/or handling?			
Yes.....	270	51	219
No.....	22	1	21
No reply.....	2	1	1
15. Are all children in attendance served the same type of meal(s)?			
Yes.....	287	52	235
No.....	5	0	5
No reply.....	2	1	1
Items 16 through 24 relate to meals delivered to site			
16. Is site provided with daily menus?			
Yes.....	76	8	68
No.....	199	34	165
No reply.....	0	0	0
a. If YES, did meal meet menu components, as planned?			
Yes.....	64	8	56
No.....	11	0	11
No reply.....	1	0	1
17. Is sufficient variety of food offered by supplier to avoid monotony?			
Yes.....	217	39	178
No.....	58	3	55
No reply.....	0	0	0

e. Were eight ounces of fluid whole milk served as a beverage?

Yes.....	265	45	220
No.....	3	2	1
No reply.....	0	0	0

f. Were additional foods served?

Yes.....	106	39	67
No.....	161	8	153
No reply.....	1	0	1

If YES, which ones?

Ice cream.....	3	1	2
Cookies, cake or pie.....	71	25	46
Punch.....	4	0	4
Rice.....	1	1	0
Potato chips.....	1	0	1
Confection.....	3	0	3
Pasta.....	1	0	1
Other.....	32	16	16

7. Did quantities of food served meet meal requirements?

Yes.....	260	45	215
No.....	30	7	23
No reply.....	4	1	3

8. Are children served more than one meal at the same time?

Yes.....	18	1	17
No.....	273	51	222
No reply.....	3	1	2

9. Describe plate waste

a. Excessive.....	16	2	14
b. Moderate.....	59	9	50
c. Minimum.....	219	42	177

10. Which foods were most frequently not consumed?

a. Meat or alternate.....	84	14	70
b. Milk.....	33	10	23
c. Bread or equivalent.....	74	10	64
d. Butter or margarine.....	45	9	36
e. Salad.....	22	6	16
f. Vegetables.....	59	10	49
g. Fruit.....	19	1	18
h. Juice.....	10	1	9
i. Cereal.....	1	0	1

SECTION V - RECORDKEEPING AT SITE

	TOTAL	Regular Reimbursement	80% of Cost
1. Does site supervisor maintain the Daily Meal Service and Personnel Time Report included in USDA's Sponsor Handbook (Addendum 4)?			
Yes.....	174	27	147
No.....	119	26	93
No reply.....	1	0	1
2. If NO, is a daily record kept on the following:			
a. The number of hours worked on the feeding program only by each paid and volunteer worker? (Work should include preparation and service of meals, the necessary cleanup relating to food service, record-keeping for food service, etc.)			
Yes.....	41	4	37
No.....	75	20	55
No reply.....	3	2	1
b. Total number of meals prepared on-site, or prepared meals delivered to site?			
Yes.....	91	24	67
No.....	28	2	26
No reply.....	0	0	0
c. Total number of meals <u>actually</u> served to eligible children, free or at a reduced price, or at full price?			
Yes.....	71	19	52
No.....	48	7	41
No reply.....	0	0	0
d. Total number of meals served to adults? (These meals are not Federally reimbursable).			
Yes.....	30	14	16
No.....	65	5	60
No reply.....	24	7	17

18. Is each individual meal packaged separately?

Yes	254	39	215
No	21	3	18
No reply	0	0	0

19. Is packaging adequate to keep meals at proper temperature until served?

Yes	224	38	186
No	50	4	46
No reply	1	0	1

20. Does meal delivery schedule conflict with the service of any meal?

Yes	32	2	30
No	236	40	196
No reply	7	0	7

21. If milk is not supplied by supplier of meals, was it delivered to meet meal schedule on day of visit?

Yes	48	21	27
No	1	0	1
Not applicable	226	21	205

22. Have instructions been given to site personnel regarding the disposition of excess delivered meals?

Yes	236	38	198
No	39	4	35
No reply	0	0	0

a. If YES, are instructions appropriate?

Yes	220	36	184
No	12	2	10
No reply	4	0	4

23. Have instructions been issued to site personnel about increasing or decreasing the number of meals to be delivered?

Yes	265	42	223
No	9	0	9
No reply	1	0	1

24. Does site supervisor report to sponsor any inadequacy of meals delivered? (This includes meals which do not meet requirements, meals or components of meals which are spoiled or otherwise unacceptable, etc.)

Yes	235	35	200
No	38	7	31
No reply	2	0	2

3. Is this information reported to sponsor, in writing, at regular intervals?

Yes.....	243	51	192
No.....	49	1	48
No reply.....	2	1	1

4. Are itemized invoices required by site supervisor for all good delivered for the feeding program?

Yes.....	249	43	206
No.....	42	8	34
No reply.....	3	2	1

5. Are all invoices checked by site personnel for accuracy?

Yes.....	249	44	205
No.....	41	6	35
No reply.....	4	3	1

6. Are all deliveries checked by site personnel for quantity and quality before signing for good delivered? (This includes meals that are prepared prior to delivery to site).

Yes.....	228	37	191
No.....	58	13	45
No reply.....	8	3	5

7. Are all invoices signed and submitted to sponsor at regular intervals?

Yes.....	241	46	195
No.....	46	4	42
No reply.....	7	3	4

8. Has a system been developed by site personnel to record cash transactions, if any?

Yes.....	36	6	30
No.....	4	2	2
No reply.....	254	45	209

9. Are cash receipts, if any, turned over to program sponsor?

Yes.....	47	7	40
No.....	4	0	4
No reply.....	243	46	197

a. If NO, are these receipts used by site supervisor to purchase food for the feeding program?

Yes.....	0	0	0
No.....	4	0	4
No reply.....	0	0	0

b. If YES, is a record kept of these purchases, by item and amount expended?

Yes.....	0	0	0
No.....	0	0	0
No reply.....	0	0	0

10. Is a record kept of cash or other donations, if any, to the feeding program?

Yes.....	69	11	58
No.....	16	0	16
No reply.....	209	42	167

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
Washington, D. C. 20250

REPORT OF SUPERVISORY VISIT
SPECIAL FOOD SERVICE PROGRAM FOR CHILDREN
SUMMER PROGRAMS

PART II. FOOD SERVICE SITE

SECTION I - GENERAL INFORMATION

Size of Program (Number of Participants)	Under 500	500- 2,499	2,500 4,999	5,000 9,999	10,000 29,999	30,000 99,999	Over 100,000
Sites	(18)	(32)	(16)	(47)	(126)	(40)	(15)

1. Name and Address of Site - Not categorized.

2. Name and Address of Sponsor - Not categorized.

a. Date of Review - Not categorized.

3. Hours of Operation

a. Number of hours before noon

1. 1 hour or less.....	1	3	0	3	17	6	8
2. 2 hours or less but more than 1.....	2	1	3	9	26	5	0
3. 3 hours or less but more than 2.....	7	22	7	24	60	21	6
4. 4 hours or less but more than 3.....	7	5	6	9	21	8	1
5. More than 4 hours.....	1	1	0	2	2	0	0

b. Number of hours after noon

1. 1 hour or less.....	3	0	2	4	15	3	8
2. 2 hours or less but more than 1.....	1	3	0	4	7	2	2
3. 3 hours or less but more than 2.....	9	10	4	6	15	3	3
4. 4 hours or less but more than 3.....	1	5	4	7	22	5	2
5. 5 hours or less but more than 4.....	3	8	5	9	34	14	0
6. 6 hours or less but more than 5.....	1	0	1	7	6	2	0
7. 7 hours or less but more than 6.....	0	3	0	0	3	0	0
8. More than 7 hours.....	0	3	0	10	24	11	0

c. Total number of feeding program operating days:

1. 1 - 15 days.....	1	1	1	2	0	0	0
2. 16 - 30 days.....	6	4	3	0	11	3	0
3. 31 - 45 days.....	9	22	4	22	93	25	15
4. More than 46 days.....	2	5	8	23	22	12	0
4. Does site offer organized activity other than feeding program?							
Yes.....	17	32	16	45	120	40	7
No.....	1	0	0	2	6	0	8
No reply.....	0	0	0	0	0	0	0
5. Does site draw attendance from economically needy area?							
Yes.....	18	31	15	45	125	37	15
No.....	0	1	1	1	1	2	0
No reply.....	0	0	0	1	0	1	0
6. Did site supervisor receive USDA's Handbook for Site Supervisors?							
Yes.....	16	27	12	20	57	17	3
No.....	2	5	4	26	69	22	12
No reply.....	0	0	0	1	0	1	0
7. If YES, is handbook utilized at feeding site?							
Yes.....	12	21	8	11	39	12	3
No.....	3	5	4	9	<u>18</u>	<u>5</u>	0
No reply.....	1	1	0	0	0	0	0
8. Are site facilities sufficient so that all children may eat at the same time?							
Yes.....	17	26	13	36	106	39	7
No.....	1	6	3	11	20	1	8
No reply.....	0	0	0	0	0	0	0
9. If NO, have arrangements been made to insure that all children consume meals on program site?							
Yes.....	1	5	3	10	17	1	2
No.....	0	1	0	1	<u>3</u>	0	<u>6</u>
No reply.....	0	0	0	0	0	0	0
10. Are children permitted to leave program site with meals?							
Yes.....	0	3	4	5	24	7	10
No.....	18	29	12	42	101	33	5
No reply.....	0	0	0	0	1	0	0
11. Are premises adequately free from trash and refuse?							
Yes.....	18	31	14	43	116	39	8
No.....	0	1	2	4	10	1	7
No reply.....	0	0	0	0	0	0	0

SECTION II - PARTICIPATION

Size of Program Number of Participants)	Under 500	500- 2,499	2,500 4,999	5,000 9,999	10,000 29,999	30,000 99,999	Over 100,000
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1. Daily Average number of children served:

a. 1 - 25.....	2	0	1	2	4	0	1
b. 26 - 50.....	6	2	1	4	13	4	0
c. 51 - 100.....	4	9	6	8	35	11	2
d. 101 - 200.....	2	15	4	15	39	18	7
e. 201 - 500.....	4	3	3	14	27	7	4
f. 501 - 1,000.....	0	2	0	4	7	0	1
g. More than 1,000.....	0	1	1	0	1	0	0

2. Number of children served free or at a reduced price:

a. 1 - 25.....	2	0	1	2	4	0	1
b. 26 - 50.....	6	2	1	4	13	4	0
c. 51 - 100.....	4	9	6	8	35	11	2
d. 101 - 200.....	2	15	4	15	39	18	7
e. 201 - 500.....	4	3	3	14	27	7	4
f. 501 - 1,000.....	0	2	0	4	7	0	1
g. More than 1,000.....	0	1	1	0	1	0	0

3. If nonneedy children pay a full price for meals, has an acceptable system of collection been developed to protect the identity of free and reduced price meal recipients?

Yes.....	2	0	0	0	0	0	0
No.....	0	0	0	0	0	0	0
No reply.....	16	32	16	47	126	40	15

4. Age range of participating children

a. Youngest

1. Under 3.....	6	18	9	30	55	15	7
2. 4 - 6.....	8	11	3	15	52	23	6
3. 7 - 10.....	4	3	2	2	17	2	0
4. 11 - 15.....	0	0	2	0	2	0	1
5. 16 - 20.....	0	0	0	0	0	0	1

b. Oldest

1. Under 5.....	1	0	0	1	1	0	0
2. 6 - 10.....	0	0	0	1	3	1	0
3. 11 - 15.....	12	8	7	15	42	19	3
4. 16 - 20.....	5	24	9	30	80	20	12

5. Is meal service confined to only authorized participants?

Yes.....	18	32	16	46	111	37	8
No.....	0	0	0	1	15	3	7
No reply.....	0	0	0	0	0	0	0

SECTION III - SITE STAFF

Size of Program (Number of Participants)	Under 500	500- 2,499	2,500 4,999	5,000 9,999	10,000 29,999	30,000 99,999	Over 100,000
1. Has a supervisor been specifically assigned to feeding program at site?							
Yes.....	17	31	12	46	123	35	14
No.....	1	1	4	1	3	5	1
No reply.....	0	0	0	0	0	0	0
2. If no specific on-site person supervises feeding program, is other supervisory arrangement satisfactory?							
Yes.....	1	1	3	1	3	5	1
No.....	0	0	1	0	0	0	0
No reply.....	0	0	0	0	0	0	0
3. Is site staffing sufficient to permit prompt and orderly distribution of meals to children?							
Yes.....	18	31	15	46	116	40	13
No.....	0	1	1	1	10	0	2
No reply.....	0	0	0	0	0	0	0
4. Is site staffing sufficient to provide adequate supervision of children during mealtime?							
Yes.....	18	30	15	43	106	40	6
No.....	0	2	1	4	20	0	9
No reply.....	0	0	0	0	0	0	0
5. From your observation, does it appear that food service staff is more than adequate?							
Yes.....	17	26	11	32	80	35	5
No.....	1	3	5	12	39	4	7
No reply.....	0	3	0	3	7	1	3
6. Did site personnel attend training sessions prior to opening of feeding program?							
Yes.....	15	28	12	36	90	20	3
No.....	3	4	4	11	36	20	12
No reply.....	0	0	0	0	0	0	0

7. Is any effort made by staff to assist children in developing good eating habits?

Yes.....	15	27	10	30	75	25	4
No.....	3	4	6	17	50	15	11
No reply.....	0	1	0	0	1	0	0

8. Is any effort made by staff to create children's awareness of the benefits of nutritious meals?

Yes.....	14	23	8	28	53	22	1
No.....	4	7	8	19	72	18	14
No reply.....	0	2	0	0	1	0	0

SECTION IV - MEAL SERVICE AND FOOD

Size of Program (Number of Participants)	Under 500	500- 2,499	2,500 4,999	5,000 9,999	10,000 29,999	30,000 99,999	Over 100,000
1. Time and observation of meal service							
a. Breakfast							
1. Time of service							
a. 7:30 - 8:30.....	1	0	0	2	0	0	0
b. 8:31 - 9:30.....	1	4	1	0	4	0	0
c. 9:31 - 11:00.....	0	3	1	0	2	0	0
d. 11:01 - 12:00.....	0	0	1	0	0	0	0
2. Was meal service observed?							
a. yes.....	1	4	2	2	3	0	0
b. no.....	1	3	1	0	3	0	0
b. Morning Supplement							
1. Time of service							
a. 8:30 - 9:30.....	1	0	1	2	0	1	0
b. 9:31 - 10:30.....	6	4	1	10	0	1	0
c. 10:31 - 11:30.....	0	0	0	2	2	0	0
d. 11:31 or later....	0	0	0	0	0	0	0
2. Was meal service observed?							
a. yes.....	4	1	0	3	1	1	0
b. no.....	3	3	2	11	1	1	0
c. Lunch							
1. Time of service							
a. 10:30 - 11:30.....	0	4	2	9	9	3	0
b. 11:31 - 12:00.....	3	7	4	12	37	6	9
c. 12:01 - 12:30.....	13	11	5	19	42	17	1
d. 12:31 - 1:30.....	0	4	3	7	33	11	4
e. 1:31 - 2:30.....	0	0	0	0	5	3	0
2. Was meal service observed?							
a. yes.....	14	25	13	42	121	37	14
b. no.....	2	1	1	5	5	3	0
d. Afternoon Supplement							
1. Time of service							
a. 11:00 - 11:30.....	0	0	0	0	1	0	0
b. 11:31 - 12:00.....	0	0	0	0	0	0	0
c. 12:01 - 1:30.....	0	0	0	1	0	0	0
d. 1:31 - 2:30.....	1	4	2	7	1	2	0
e. 2:31 - 3:30.....	3	6	1	12	3	4	0
f. 3:31 - 4:30.....	0	3	0	1	9	2	0

2. Was meal service observed?

a. yes.....	2	1	2	2	4	2	0
b. no.....	2	12	1	19	10	6	0

e. Supper

1. Time of service

a. 4:00 - 5:00.....	0	2	0	0	0	0	0
b. 5:01 - 6:00.....	0	0	0	0	1	0	0
c. After 6:01.....	0	0	1	0	1	0	0

2. Was meal service observed?

a. yes.....	0	1	1	0	0	0	0
b. no.....	0	1	0	0	2	0	0

2. Are time schedules for meals strictly observed?

Yes.....	17	28	14	35	99	31	10
No.....	1	4	2	12	22	9	5
No reply.....	0	0	0	0	5	0	0

3. Have site personnel used USDA's Site Supervisor's Handbook for guidance in preparing meals and in meeting the meal standard requirements for meals served?

Yes.....	11	22	6	20	31	7	1
No.....	7	9	10	24	81	28	14
No reply.....	0	1	0	3	14	5	0

Items 4 through 6 relate only to meal(s) actually observed

4. Breakfast

a. Were eight ounces of fluid whole milk served (either as a beverage or on cereal or both)?

Yes.....	1	4	2	2	3	0	0
No.....	0	0	0	0	0	0	0
No reply.....	0	0	0	0	0	0	0

b. Was fruit or juice served?

Yes.....	1	2	1	1	3	0	0
No.....	0	2	1	1	0	0	0
No reply.....	0	0	0	0	0	0	0

c. Was bread or equivalent or cereal served?

Yes.....	1	2	2	2	3	0	0
No.....	0	2	0	0	0	0	0
No reply.....	0	0	0	0	0	0	0

d. Were additional foods served such as meat and/or alternates?

Yes.....	0	0	0	0	0	0	0
No.....	1	4	2	2	3	0	0
No reply.....	0	0	0	0	0	0	0

1. If YES, which ones?

a. eggs.....	0	0	0	0	0	0	0
b. cheese.....	0	0	0	0	0	0	0
c. meat, poultry, fish.....	0	0	0	0	0	0	0
d. peanut butter.....	0	0	0	0	0	0	0
e. other.....	0	0	0	0	0	0	0

e. Was a formulated baked product substituted for the fruit or juice and bread?

Yes.....	0	2	0	1	0	0	0
No.....	1	1	2	1	3	0	0
No reply.....	0	1	0	0	0	0	0

1. If YES, indicate acceptance of this product:

a. good.....	0	1	0	1	0	0	0
b. fair.....	0	1	0	0	0	0	0
c. poor.....	0	0	0	0	0	0	0
d. no reply.....	0	0	0	0	0	0	0

5. Supplement(s)

a. Was milk or juice served?

Yes.....	5	2	1	4	4	1	0
No.....	1	0	1	1	0	2	0
No reply.....	0	0	0	0	0	0	0

If YES, when?

A. M.....	3	1	0	3	0	1	0
P. M.....	1	1	1	1	3	0	0
Both.....	1	0	0	0	1	0	0

b. Was bread or equivalent served?

Yes.....	6	2	2	4	1	2	0
No.....	0	0	0	1	3	1	0
No reply.....	0	0	0	0	0	0	0

If YES, when?

A. M.....	3	1	0	2	0	1	0
P. M.....	2	1	2	2	0	1	0
Both.....	1	0	0	0	1	0	0

c. Were additional foods served as part of supplements?

Yes	2	0	0	1	0	2	0
No.....	4	2	2	3	4	1	0
No reply.....	0	0	0	1	0	0	0

If YES, when?

A. M.....	0	0	0	1	0	0	0
P. M.	1	0	0	0	0	2	0
Both	1	0	0	0	0	0	0

d. Was a formulated baked product substituted for fruit or juice and bread?

Yes	1	1	0	3	3	0	0
No	5	1	1	2	1	3	0
No reply	0	0	1	0	0	0	0

If YES, indicate acceptance of this product;

Good	1	1	0	3	2	0	0
Fair	0	0	0	0	1	0	0
Poor	0	0	0	0	0	0	0

6. Lunch or Supper

a. Was a meat and/or alternate served?

Yes	14	26	14	42	120	37	14
No	0	0	0	0	0	0	0
No reply	0	0	0	0	1	0	0

b. Were two or more vegetables and/or fruits served?

Yes	11	26	13	41	115	34	14
No	3	0	1	1	6	3	0
No reply	0	0	0	0	0	0	0

c. Was a bread or equivalent served?

Yes	14	26	14	42	121	35	14
No	0	0	0	0	0	1	0
No reply	0	0	0	0	0	1	0

d. Was butter or fortified margarine served?

Yes	13	26	13	41	116	33	7
No	1	0	1	0	4	4	7
No reply	0	0	0	1	1	0	0

e. Were eight ounces of fluid whole milk served as a beverage?

Yes.....	12	26	14	42	121	36	14
No.....	2	0	0	0	0	1	0
No reply.....	0	0	0	0	0	0	0

f. Were additional foods served?

Yes.....	8	15	2	17	53	11	0
No.....	6	11	12	25	67	26	14
No reply.....	0	0	0	0	1	0	0

If YES, which ones?

Ice cream.....	0	3	0	0	0	0	0
Cookies, cake or pie.....	7	9	2	14	34	5	0
Punch.....	0	1	0	0	0	3	0
Rice.....	1	0	0	0	0	0	0
Potato chips.....	0	1	0	0	0	0	0
Confection.....	0	0	0	0	1	2	0
Pasta.....	0	0	1	0	0	0	0
Other.....	1	5	0	2	21	3	0

7. Did quantities of food served meet meal requirements?

Yes.....	12	32	13	41	118	30	14
No.....	5	0	3	5	7	9	1
No reply.....	1	0	0	1	1	1	0

8. Are children served more than one meal at the same time?

Yes.....	0	1	1	4	5	6	1
No.....	17	31	15	43	120	33	14
No reply.....	1	0	0	0	1	1	0

9. Describe plate waste

a. Excessive.....	0	2	0	1	4	9	0
b. Moderate.....	1	6	4	9	28	11	0
c. Minimum.....	17	24	12	36	94	20	16

10. Which foods were most frequently not consumed?

a. Meat or alternate.....	4	6	4	14	33	20	3
b. Milk.....	3	2	4	5	18	1	0
c. Bread or equivalent.....	3	12	0	15	31	8	5
d. Butter or margarine.....	2	3	5	12	18	5	0
e. Salad.....	2	2	0	1	17	0	0
f. Vegetables.....	3	7	0	11	27	11	0
g. Fruit.....	1	3	0	3	7	5	0
h. Juice.....	1	0	1	0	6	2	0
i. Cereal.....	0	0	0	0	1	0	0

11. What were probable reasons for plate waste? (Check one or more).

a. Children disliked foods served.....	8	15	9	22	75	21	8
b. Menu is too repetitious....	1	3	2	6	4	8	0
c. Too much food is provided.	3	3	1	4	6	1	0
d. Food served at improper temperature.....	0	1	0	0	4	0	0
e. Food served is alien to ethnic food patterns.....	1	4	0	3	11	1	0
f. Other.....	2	2	2	10	20	5	1

12. Did food appear clean, fresh, and free from spoilage?

Yes.....	17	32	16	47	123	34	15
No.....	0	0	0	0	2	5	0
No reply.....	1	0	0	0	1	1	0

13. Are foods (including milk) kept at proper temperature until served?

Yes.....	15	31	13	42	112	36	13
No.....	2	1	3	5	13	3	2
No reply.....	1	0	0	0	1	1	0

14. Are sanitary procedures followed in all aspects of food preparation and/or handling?

Yes.....	16	28	16	46	112	39	13
No.....	1	4	0	1	14	0	2
No reply.....	1	0	0	0	0	1	0

15. Are all children in attendance served the same type of meal(s)?

Yes.....	17	32	16	45	125	38	14
No.....	0	0	0	2	1	1	1
No reply.....	1	0	0	0	0	1	0

Items 16 through 24 relate to meals delivered to site

16. Is site provided with daily menus?

Yes.....	6	13	5	9	41	2	0
No.....	2	13	9	38	85	37	15
No reply.....	0	0	0	0	0	0	0

a. If YES, did meal meet menu components, as planned?

Yes.....	5	11	4	9	33	2	0
No.....	1	1	1	0	8	0	0
No reply.....	0	1	0	0	0	0	0

17. Is sufficient variety of food offered by supplier to avoid monotony?

Yes.....	7	23	9	35	111	18	14
No.....	1	3	5	12	15	21	1
No reply.....	0	0	0	0	0	0	0

18. Is each individual meal packaged separately?

Yes.....	8	26	9	39	122	37	13
No.....	0	0	5	8	4	2	2
No reply.....	0	0	0	0	0	0	0

19. Is packaging adequate to keep meals at proper temperature until served?

Yes.....	8	25	13	39	101	27	11
No.....	0	0	1	8	25	12	4
No reply.....	0	1	0	0	0	0	0

20. Does meal delivery schedule conflict with the service of any meal?

Yes.....	0	3	1	7	9	11	1
No.....	8	23	13	40	112	28	12
No reply.....	0	0	0	0	5	0	2

21. If milk is not supplied by supplier of meals, was it delivered to meet meal schedule on day of visit?

Yes.....	2	9	5	11	16	3	2
No.....	0	0	0	0	1	0	0
Not applicable.....	6	17	9	36	109	36	13

22. Have instructions been given to site personnel regarding the disposition of excess delivered meals?

Yes.....	8	26	13	44	107	25	13
No.....	0	0	1	3	19	14	2
No reply.....	0	0	0	0	0	0	0

a. If YES, are instructions appropriate?

Yes.....	8	26	13	40	100	21	12
No.....	0	0	0	3	7	1	1
No reply.....	0	0	0	1	0	3	0

23. Have instructions been issued to site personnel about increasing or decreasing the number of meals to be delivered?

Yes.....	8	26	13	46	123	34	15
No.....	0	0	1	1	2	5	0
No reply.....	0	0	0	0	1	0	0

24. Does site supervisor report to sponsor any inadequacy of meals delivered? (This includes meals which do not meet requirements, meals or components of meals which are spoiled or otherwise unacceptable, etc.)

Yes.....	8	25	10	34	114	30	14
No.....	0	1	2	13	12	9	1
No reply.....	0	0	2	0	0	0	0

SECTION V - RECORDKEEPING AT SITE

Size of Program (Number of Participants)	Under 500	500- 2,499	2,500 4,999	5,000 9,999	10,000 29,999	30,000 99,999	Over 100,000
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1. Does site supervisor maintain the Daily Meal Service and Personnel Time Report included in USDA's Sponsor Handbook (Addendum 4)?

Yes.....	11	21	10	35	80	10	7
No.....	7	11	6	12	46	29	8
No reply.....	0	0	0	0	0	1	0

2. If NO, is a daily record kept on the following:

a. The number of hours worked on the feeding program only by each paid and volunteer worker? (Work should include preparation and service of meals, the necessary cleanup relating to food service, record-keeping for food service, etc.)

Yes.....	4	5	4	3	16	9	0
No.....	3	6	2	9	27	20	8
No reply.....	0	0	0	0	3	0	0

b. Total number of meals prepared on-site, or prepared meals delivered to site?

Yes.....	6	9	5	10	36	18	7
No.....	1	2	1	2	10	11	1
No reply.....	0	0	0	0	0	0	0

c. Total number of meals actually served to eligible children, free or at a reduced price, or at full price?

Yes.....	7	5	4	6	30	14	5
No.....	0	6	2	6	16	15	3
No reply.....	0	0	0	0	0	0	0

d. Total number of meals served to adults? (These meals are not Federally reimbursable).

Yes.....	6	5	1	2	11	4	1
No.....	1	4	2	6	29	18	5
No reply.....	0	2	3	4	6	7	2

3. Is this information reported to sponsor, in writing, at regular intervals?

Yes.....	18	29	14	41	109	25	7
No.....	0	2	1	6	17	15	8
No reply.....	0	1	1	0	0	0	0

4. Are itemized invoices required by site supervisor for all good delivered for the feeding program?

Yes.....	12	29	14	42	112	26	14
No.....	4	3	2	5	14	13	1
No reply.....	2	0	0	0	0	1	0

5. Are all invoices checked by site personnel for accuracy?

Yes.....	14	30	14	36	112	28	15
No.....	1	2	2	10	14	12	0
No reply.....	3	0	0	1	0	0	0

6. Are all deliveries checked by site personnel for quantity and quality before signing for good delivered? (This includes meals that are prepared prior to delivery to site).

Yes.....	13	29	14	35	101	23	13
No.....	2	2	2	11	24	17	0
No reply.....	3	1	0	1	1	0	2

7. Are all invoices signed and submitted to sponsor at regular intervals?

Yes.....	15	28	15	35	108	26	14
No.....	0	3	1	11	18	12	1
No reply.....	3	1	0	1	0	2	0

8. Has a system been developed by site personnel to record cash transactions, if any?

Yes.....	5	7	2	8	13	1	0
No.....	0	1	0	1	2	0	0
No reply.....	13	24	14	38	111	39	15

9. Are cash receipts, if any, turned over to program sponsor?

Yes.....	5	9	3	11	15	0	4
No.....	0	0	0	0	0	3	1
No reply.....	13	23	13	36	111	37	10

a. If NO, are these receipts used by site supervisor to purchase food for the feeding program?

Yes.....	0	0	0	0	0	0	0
No.....	0	0	0	0	0	3	1
No reply.....	0	0	0	0	0	0	0

b. If YES, is a record kept of these purchases, by item and amount expended?

Yes.....	0	0	0	0	0	0	0
No.....	0	0	0	0	0	0	0
No reply.....	0	0	0	0	0	0	0

10. Is a record kept of cash or other donations, if any, to the feeding program?

Yes.....	8	16	6	15	20	0	4
No.....	0	0	0	5	0	9	2
No reply.....	10	16	10	27	106	31	9

UNITED STATES DEPARTMENT OF AGRICULTURE
Food and Nutrition Service
Washington, D. C. 20250

REPORT OF SUPERVISORY VISIT
SPECIAL FOOD SERVICE PROGRAM FOR CHILDREN
SUMMER PROGRAMS

PART II. FOOD SERVICE SITE

SECTION I - GENERAL INFORMATION

MEAL SERVICE	Contract with Food Management Company	Contract with Local School System	On-Site Prepara- tion	Other
1. Name and Address of Site - Not categorized.				
2. Name and Address of Sponsor - Not categorized.				
a. Date of Review - Not categorized.				
3. Hours of Operation	(192 Sites)	(58 Sites)	(19 Sites)	(25 Sites)
a. Number of hours before noon				
1. 1 hour or less.....	34	2	2	0
2. 2 hours or less but more than 1.....	31	10	0	5
3. 3 hours or less but more than 2.....	95	33	7	12
4. 4 hours or less but more than 3.....	31	10	9	7
5. More than 4 hours.....	1	3	1	1
b. Number of hours after noon				
1. 1 hour or less.....	25	5	3	2
2. 2 hours or less but more than 1.....	15	4	0	0
3. 3 hours or less but more than 2.....	31	2	8	9
4. 4 hours or less but more than 3.....	35	5	2	4
5. 5 hours or less but more than 4.....	39	21	5	8
6. 6 hours or less but more than 5.....	12	3	1	1
7. 7 hours or less but more than 6.....	4	2	0	0
8. More than 7 hours.....	31	16	0	1

c. Total number of feeding program operating days:

1. 1 - 15 days.....	3	0	1	1
2. 16 - 30 days.....	15	4	5	3
3. 31 - 45 days.....	120	43	9	18
4. More than 46 days.....	54	11	4	3
4. Does site offer organized activity other than feeding program?				
Yes.....	178	56	18	25
No.....	14	2	1	0
No reply.....	0	0	0	0
5. Does site draw attendance from economically needy area?				
Yes.....	190	53	19	24
No.....	2	3	0	1
No reply.....	0	2	0	0
6. Did site supervisor receive USDA's Handbook for Site Supervisors?				
Yes.....	93	29	13	17
No.....	97	29	6	8
No reply.....	2	0	0	0
7. If YES, is handbook utilized at feeding site?				
Yes.....	70	15	10	11
No.....	21	14	3	6
No reply.....	2	0	0	0
8. Are site facilities sufficient so that all children may eat at the same time?				
Yes.....	152	53	15	24
No.....	40	5	4	1
No reply.....	0	0	0	0
9. If NO, have arrangements been made to insure that all children consume meals on program site?				
Yes.....	29	5	4	1
No.....	11	0	0	0
No reply.....	0	0	0	0
10. Are children permitted to leave program site with meals?				
Yes.....	34	18	0	1
No.....	158	39	19	24
No reply.....	0	1	0	0
11. Are premises adequately free from trash and refuse?				
Yes.....	170	56	18	25
No.....	22	2	1	0
No reply.....	0	0	0	0

SECTION II - PARTICIPATION

MEAL SERVICE	Contract with Food Management Company	Contract with Local School System	On-Site Prepara- tion	Other
1. Daily Average number of children served:				
a. 1 - 25.....	5	2	2	1
b. 26 - 50.....	20	2	2	6
c. 51 - 100.....	49	15	4	7
d. 101 - 200.....	67	22	5	6
e. 201 - 500.....	39	16	3	4
f. 501 - 1,000.....	12	0	2	0
g. More than 1,000.....	0	1	1	1
2. Number of children served free or at a reduced price:				
a. 1 - 25.....	5	2	2	1
b. 26 - 50.....	20	2	2	6
c. 51 - 100.....	49	15	4	7
d. 101 - 200.....	67	22	5	6
e. 201 - 500.....	39	16	3	4
f. 501 - 1,000.....	12	0	2	0
g. More than 1,000.....	0	1	1	1
3. If nonneedy children pay a full price for meals, has an acceptable system of collection been developed to protect the identity of free and reduced price meal recipients?				
Yes.....	0	1	0	1
No.....	0	0	0	0
No reply.....	192	57	19	24
4. Age range of participating children				
a. Youngest				
1. Under 3.....	91	33	9	7
2. 4 - 6.....	73	22	6	17
3. 7 - 10.....	24	2	4	0
4. 11 - 15.....	4	0	0	1
5. 16 - 20.....	0	1	0	0

b. Oldest

1. Under 5.....	2	1	0	0
2. 6 - 10.....	2	2	0	1
3. 11 - 15.....	71	15	8	12
4. 16 - 20.....	117	40	11	12

5. Is meal service confined to only authorized participants?

Yes.....	174	51	19	24
No.....	18	7	0	1
No reply.....	0	0	0	0

SECTION III - SITE STAFF

MEAL SERVICE	Contract with Food Management Company	Contract with Local School System	On-Site Prepara- tion	Other
1. Has a supervisor been specifically assigned to feeding program at site?				
Yes.....	184	54	17	23
No.....	8	4	2	2
No reply.....	0	0	0	0
2. If no specific on-site person supervises feeding program, is other supervisory arrangement satisfactory?				
Yes.....	8	4	2	1
No.....	0	0	0	1
No reply.....	0	0	0	0
3. Is site staffing sufficient to permit prompt and orderly distribution of meals to children?				
Yes.....	180	55	19	25
No.....	12	3	0	0
No reply.....	0	0	0	0
4. Is site staffing sufficient to provide adequate supervision of children during mealtime?				
Yes.....	163	52	19	24
No.....	29	6	0	1
No reply.....	0	0	0	0
5. From your observation, does it appear that food service staff is more than adequate?				
Yes.....	125	41	19	21
No.....	55	13	0	3
No reply.....	12	4	0	1
6. Did site personnel attend training sessions prior to opening of feeding program?				
Yes.....	123	47	16	18
No.....	69	11	3	7
No reply.....	0	0	0	0

7. Is any effort made by staff to assist children in developing good eating habits?

Yes.....	127	27	16	16
No.....	65	30	3	8
No reply.....	0	1	0	1

8. Is any effort made by staff to create children's awareness of the benefits of nutritious meals?

Yes.....	97	23	16	13
No.....	95	34	3	10
No reply.....	0	1	0	2

SECTION IV - MEAL SERVICE AND FOOD

MEAL SERVICE	Contract with Food Management Company	Contract with Local School System	On-Site Prepara- tion	Other
1. Time and observation of meal service				
a. Breakfast				
1. Time of service				
a. 7:30 - 8:30.....	1	1	0	1
b. 8:31 - 9:30.....	3	1	5	1
c. 9:31 - 11:00.....	0	1	3	2
d. 11:01 - 12:00.....	0	0	0	1
2. Was meal service observed?				
a. yes.....	0	3	5	4
b. no.....	4	0	3	1
b. Morning Supplement				
1. Time of service				
a. 8:30 - 9:30.....	2	1	0	2
b. 9:31 - 10:30.....	14	1	3	4
c. 10:31 - 11:30.....	3	0	0	1
d. 11:31 or later....	0	0	0	0
2. Was meal service observed?				
a. yes.....	5	1	1	3
b. no.....	14	1	2	4
c. Lunch				
1. Time of service				
a. 10:30 - 11:30.....	18	1	2	6
b. 11:31 - 12:00.....	53	18	0	7
c. 12:01 - 12:30.....	70	21	11	6
d. 12:31 - 1:30.....	45	15	0	2
e. 1:31 - 2:30.....	6	2	0	0
2. Was meal service observed?				
a. yes.....	179	56	13	18
b. no.....	13	1	0	3
d. Afternoon Supplement				
1. Time of service				
a. 11:00 - 11:30.....	0	1	0	0
b. 11:31 - 12:00.....	0	0	0	0
c. 12:01 - 1:30.....	0	0	0	1
d. 1:31 - 2:30.....	9	1	3	4
e. 2:31 - 3:30.....	14	5	7	3
f. 3:31 - 4:30.....	15	0	0	0

2. Was meal service observed?

a. yes.....	10	0	2	1
b. no.....	28	7	8	7

e. Supper

1. Time of service

a. 4:00 - 5:00.....	0	1	0	1
b. 5:01 - 6:00.....	0	0	1	0
c. After 6:01.....	0	1	0	1

2. Was meal service observed?

a. yes.....	0	0	1	1
b. no.....	0	2	0	1

2. Are time schedules for meals strictly observed?

Yes.....	153	.44	18	19
No.....	37	12	1	5
No reply.....	2	2	0	1

3. Have site personnel used USDA's Site Supervisor's Handbook for guidance in preparing meals and in meeting the meal standard requirements for meals served?

Yes.....	66	13	10	9
No.....	111	39	9	14
No reply.....	15	6	0	2

Items 4 through 6 relate only to meal(s) actually observed
--

4. Breakfast

a. Were eight ounces of fluid whole milk served (either as a beverage or on cereal or both)?

Yes.....	0	3	5	4
No.....	0	0	0	0
No reply.....	0	0	0	0

b. Was fruit or juice served?

Yes.....	0	2	3	3
No.....	0	1	2	1
No reply.....	0	0	0	0

c. Was bread or equivalent or cereal served?

Yes.....	0	3	3	4
No.....	0	0	2	0
No reply.....	0	0	0	0

d. Were additional foods served such as meat and/or alternates?

Yes.....	0	0	0	0
No.....	0	3	5	4
No reply.....	0	0	0	0

1. If YES, which ones?

a. eggs.....	0	0	0	0
b. cheese.....	0	0	0	0
c. meat, poultry, fish.....	0	0	0	0
d. peanut butter.....	0	0	0	0
e. other.....	0	0	0	0

e. Was a formulated baked product substituted for the fruit or juice and bread?

Yes.....	0	1	2	0
No.....	0	2	2	4
No reply.....	0	0	1	0

1. If YES, indicate acceptance of this product:

a. good.....	0	1	1	0
b. fair.....	0	0	1	0
c. poor.....	0	0	0	0
d. no reply.....	0	0	0	0

5. Supplement(s)

a. Was milk or juice served?

Yes.....	11	1	2	3
No.....	4	0	1	0
No reply.....	0	0	0	0

If YES, when?

A. M.....	5	0	1	2
P. M.....	5	0	1	1
Both.....	1	1	0	0

b. Was bread or equivalent served?

Yes.....	9	1	3	4
No.....	5	0	0	0
No reply.....	0	0	0	0

If YES, when?

A. M.....	4	0	1	2
P. M.....	5	0	2	1
Both.....	0	1	0	1

c. Were additional foods served as part of supplements?

Yes	2	1	1	1
No.....	11	0	2	3
No reply.....	1	0	0	0

If YES, when?

A. M.....	0	1	0	0
P. M.	1	0	1	1
Both	1	0	0	0

d. Was a formulated baked product substituted for fruit or juice and bread?

Yes	6	0	0	2
No	8	0	3	2
No reply	0	1	0	1

If YES, indicate acceptance of this product:

Good	6	0	0	1
Fair	1	0	0	0
Poor	0	0	0	0

6. Lunch or Supper

a. Was a meat and/or alternate served?

Yes	178	56	14	19
No	0	0	0	0
No reply	1	0	0	0

b. Were two or more vegetables and/or fruits served?

Yes.....	170	54	13	17
No.....	9	2	1	2
No reply.....	0	0	0	0

c. Was a bread or equivalent served?

Yes.....	179	54	14	19
No.....	0	1	0	0
No reply.....	0	1	0	0

d. Was butter or fortified margarine served?

Yes	169	49	12	19
No.....	9	6	2	0
No reply.....	1	1	0	0

e. Were eight ounces of fluid whole milk served as a beverage?

Yes.....	177	56	13	19
No.....	2	0	1	0
No reply.....	0	0	0	0

f. Were additional foods served?

Yes.....	52	38	13	3
No.....	126	18	1	16
No reply.....	1	0	0	0

If YES, which ones?

Ice cream.....	1	0	2	0
Cookies, cake or pie.....	30	30	8	3
Punch.....	0	3	1	0
Rice.....	0	0	1	0
Potato chips.....	0	1	0	0
Confection.....	0	2	0	1
Pasta.....	0	0	1	0
Other.....	21	8	2	1

7. Did quantities of food served meet meal requirements?

Yes.....	173	50	17	20
No.....	18	7	1	4
No reply.....	1	1	1	1

8. Are children served more than one meal at the same time?

Yes.....	14	2	0	2
No.....	178	55	18	22
No reply.....	0	1	1	1

9. Describe plate waste

a. Excessive.....	5	9	1	1
b. Moderate.....	39	16	2	2
c. Minimum.....	150	31	16	22

10. Which foods were most frequently not consumed?

a. Meat or alternate.....	53	26	2	3
b. Milk.....	22	5	3	3
c. Bread or equivalent.....	52	16	3	3
d. Butter or margarine.....	33	7	1	4
e. Salad.....	19	1	1	1
f. Vegetables.....	18	25	5	11
g. Fruit.....	17	0	0	2
h. Juice.....	9	1	0	0
i. Cereal.....	0	0	0	1

11. What were probable reasons for plate waste? (Check one or more).

a. Children disliked foods served.....	96	41	6	15
b. Menu is too repetitious...	12	10	1	1
c. Too much food is provided.	14	1	3	0
d. Food served at improper temperature.....	2	2	0	1
e. Food served is alien to ethnic food patterns.....	10	2	2	6
f. Other.....	30	9	2	1

12. Did food appear clean, fresh, and free from spoilage?

Yes.....	186	56	18	24
No.....	4	2	0	1
No reply.....	2	0	1	0

13. Are foods (including milk) kept at proper temperature until served?

Yes.....	168	55	17	22
No.....	22	3	1	3
No reply.....	2	0	1	0

14. Are sanitary procedures followed in all aspects of food preparation and/or handling?

Yes.....	173	57	16	24
No.....	18	1	2	1
No reply.....	1	0	1	0

15. Are all children in attendance served the same type of meal(s)?

Yes.....	189	56	18	24
No.....	3	2	0	0
No reply.....	0	0	1	1

Items 16 through 24 relate to meals delivered to site

16. Is site provided with daily menus?

Yes.....	43	14	5	14
No.....	147	42	0	10
No reply.....	0	0	0	0

a. If YES, did meal meet menu components, as planned?

Yes.....	35	12	4	13
No.....	8	1	1	1
No reply.....	0	1	0	0

17. Is sufficient variety of food offered by supplier to avoid monotony?

Yes.....	143	47	5	22
No.....	47	9	0	2
No reply.....	0	0	0	0

8. Is each individual meal packaged separately?				
Yes.....	173	54	5	22
No.....	17	2	0	2
No reply.....	0	0	0	0
9. Is packaging adequate to keep meals at proper temperature until served?				
Yes.....	141	56	5	22
No.....	49	0	0	1
No reply.....	0	0	0	1
10. Does meal delivery schedule conflict with the service of any meal?				
Yes.....	20	9	0	3
No.....	163	47	5	21
No reply.....	7	0	0	0
21. If milk is not supplied by supplier of meals, was it delivered to meet meal schedule on day of visit?				
Yes.....	26	13	5	4
No.....	0	0	0	1
Not applicable.....	164	43	0	19
22. Have instructions been given to site personnel regarding the disposition of excess delivered meals?				
Yes.....	168	40	5	23
No.....	22	16	0	1
No reply.....	0	0	0	0
a. If YES, are instructions appropriate?				
Yes.....	156	37	5	22
No.....	9	2	0	1
No reply.....	3	1	0	0
23. Have instructions been issued to site personnel about increasing or decreasing the number of meals to be delivered?				
Yes.....	180	56	5	24
No.....	9	0	0	0
No reply.....	1	0	0	0
24. Does site supervisor report to sponsor any inadequacy of meals delivered? (This includes meals which do not meet requirements, meals or components of meals which are spoiled or otherwise unacceptable, etc.)				
Yes.....	163	48	5	19
No.....	26	8	0	4
No reply.....	1	0	0	1

SECTION V - RECORDKEEPING AT SITE

MEAL SERVICE	Contract with Food Management Company	Contract with Local School System	On-Site Prepara- tion	Other
1. Does site supervisor maintain the Daily Meal Service and Personnel Time Report included in USDA's Sponsor Handbook (Addendum 4)?				
Yes.....	127	19	9	19
No.....	64	39	10	6
No reply.....	1	0	0	0
2. If NO, is a daily record kept on the following:				
a. The number of hours worked on the feeding program only by each paid and volunteer worker? (Work should include preparation and service of meals, the necessary cleanup relating to food service, record-keeping for food service, etc.)				
Yes.....	21	12	7	1
No.....	42	25	3	5
No reply.....	1	2	0	0
b. Total number of meals prepared on-site, or prepared meals delivered to site?				
Yes.....	46	31	9	5
No.....	8	8	1	1
No reply.....	0	0	0	0
c. Total number of meals <u>actually</u> served to eligible children, free or at a reduced price, or at full price?				
Yes.....	37	20	9	5
No.....	27	19	1	1
No reply.....	0	0	0	0
d. Total number of meals served to adults? (These meals are not Federally reimbursable).				
Yes.....	10	11	7	2
No.....	41	18	2	4
No reply.....	13	10	1	0

3. Is this information reported to sponsor, in writing, at regular intervals?

Yes.....	154	49	17	23
No.....	38	9	1	1
No reply.....	0	0	1	1

4. Are itemized invoices required by site supervisor for all good delivered for the feeding program?

Yes.....	166	47	17	19
No.....	25	10	1	6
No reply.....	1	1	1	0

5. Are all invoices checked by site personnel for accuracy?

Yes.....	163	47	17	22
No.....	27	11	1	2
No reply.....	2	0	1	1

6. Are all deliveries checked by site personnel for quantity and quality before signing for good delivered? (This includes meals that are prepared prior to delivery to site).

Yes.....	152	41	16	19
No.....	35	17	1	5
No reply.....	5	0	2	1

7. Are all invoices signed and submitted to sponsor at regular intervals?

Yes.....	158	46	16	21
No.....	34	9	1	2
No reply.....	0	3	2	2

8. Has a system been developed by site personnel to record cash transactions, if any?

Yes.....	22	1	4	9
No.....	3	0	1	0
No reply.....	167	57	14	16

9. Are cash receipts, if any, turned over to program sponsor?

Yes.....	29	4	4	10
No.....	3	1	0	0
No reply.....	160	53	15	15

a. If NO, are these receipts used by site supervisor to purchase food for the feeding program?

Yes.....	0	0	0	0
No.....	3	1	0	0
No reply.....	0	0	0	0

b. If YES, is a record kept of these purchases, by item and amount expended?

Yes.....	0	0	0	0
No.....	0	0	0	0
No reply.....	0	0	0	0

10. Is a record kept of cash or other donations, if any, to the feeding program?

Yes.....	41	6	10	12
No.....	14	2	0	0
No reply.....	137	50	9	13

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